

[Current Date]

[Recipient Name]

[Recipient Company]

[Recipient Address Line 1]

[Recipient Address Line 2]

RE: Mortgage Account Information

Borrower Full Name: [Borrower Full Name]

Mortgaged Property Address: [Mortgaged Property Address]

Dear [Recipient Name],

I am writing regarding the mortgage associated with the property listed above. [Enter the body of your letter here].

Please let me know if any further information is required.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]