

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Lender Name]
[Customer Service Department Address]
[City, State, Zip Code]

RE: Request for Legal Department Contact Information

Loan Account Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request the direct contact information for the Legal Department of [Lender Name].

Please provide the following details:

- Official name of the legal entity for service of process
- Physical mailing address for the Legal Department
- Contact person or Registered Agent name (if applicable)
- Direct phone number and email address for legal inquiries

I am requesting this information for the purpose of [briefly state reason, e.g., formal correspondence / legal notice / settlement inquiry].

Please provide this information in writing to my address listed above within [Number] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]