

From:

[Full Name]

[Property Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To:

[Mortgage Lender Name]

[Lending Department, if applicable]

[Mailing Address]

[City, State, Zip Code]

RE: Mortgage Account Number: [Your Account Number]

Dear [Contact Person Name or Customer Service Department],

[Write the purpose of your letter here.]

Sincerely,

[Signature]

[Printed Name]