

Date: [Insert Date]

RE: Mortgage Account Information

Borrower Name: [Insert Full Borrower Name]

Co-Borrower Name: [Insert Co-Borrower Name, if applicable]

Mortgaged Property Address:

[Street Address]

[City, State, Zip Code]

Loan Number: [Insert Loan Number]

Dear [Recipient Name],

This letter serves as formal notification regarding the borrower(s) and the mortgaged property identified above. Please update your records to reflect the correct names and the physical address associated with this mortgage account.

If you require any further documentation or have questions regarding this information, please contact the undersigned at [Insert Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]