

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender/Service Name]
[Department Name, e.g., Customer Service/Research]
[Lender Address]
[City, State, Zip Code]

Subject: Formal Request for Identification of Original Mortgage Loan Details

To Whom It May Concern,

I am writing to formally request specific identification details regarding my mortgage loan for the property located at: [Property Address].

To ensure my records are accurate and to facilitate future correspondence, please provide the following information regarding the account:

- **Original Loan Number:** The account number assigned at the time of closing.
- **Current Loan Number:** (If different from the original).
- **Original Lender:** The name of the entity that funded the loan.
- **Original Loan Date:** The date the mortgage agreement was signed.
- **Original Principal Balance:** The total amount borrowed at inception.
- **Recording Information:** The Book/Page number or Instrument Number assigned by the County Recorder's Office.

If this loan has been transferred or sold, please provide the name of the previous servicer and the date the transfer occurred.

Please provide this information in writing within [Number, e.g., 10] business days. Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]
[Last 4 Digits of Social Security Number/Account Number for Verification]