

[Mortgage Lender Corporate Name]

[Department Name, e.g., Loan Servicing Center]

[Street Address]

[Suite or P.O. Box Number]

[City, State, Zip Code]

[Phone Number]

[Website URL]

[Date]

[Borrower Name]

[Borrower Mailing Address]

[City, State, Zip Code]

RE: Mortgage Loan Account Number: [Account Number]

Property Address: [Subject Property Address]

Dear [Borrower Name],

[Insert body of letter here.]

Sincerely,

[Name of Representative]

[Title]

[Mortgage Lender Corporate Name]