

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

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Reference to Original Mortgage Loan Agreement
Account Number: [Your Loan Account Number]
Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing this letter in formal reference to the original Mortgage Loan Agreement executed on [Date of Original Loan Agreement] between [Name of Borrower(s)] and [Name of Original Lender].

Pursuant to the terms and conditions outlined in the aforementioned agreement, I am requesting [state the specific reason for the letter, e.g., a copy of the original signed note, clarification on a specific clause, or notification of an update].

For your reference, I have included the following identifying information:

- Original Loan Amount: \$[Amount]
- Recording Information: [Book/Page or Instrument Number, if known]
- Date of Last Payment: [Date]

Please provide the requested information or acknowledgment of this reference within [Number] business days. If you require further documentation or have any questions, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]