

**Date:** [Insert Date]

**Subject:** Borrower Information and Property Details

To Whom It May Concern,

Please find the requested information regarding the borrower and the subject property below:

### **Borrower Information**

**Full Name:** [Insert Full Name]

**Social Security Number:** [Insert SSN]

**Phone Number:** [Insert Phone Number]

**Email Address:** [Insert Email Address]

### **Property Address**

**Street Address:** [Insert Street Address]

**Unit/Apt Number:** [Insert Unit Number, if applicable]

**City:** [Insert City]

**State:** [Insert State]

**Zip Code:** [Insert Zip Code]

**Property Type:** [e.g., Single Family, Condo, Multi-Family]

**Occupancy Status:** [e.g., Primary Residence, Investment, Secondary Home]

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Contact Information]