

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

[Date]

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

**RE: Mortgage Loan Account Number Reference**

To Whom It May Concern,

I am writing to formally request a written confirmation of my mortgage loan account details for my records and for third-party verification purposes.

Please provide a document or letter referencing the following account:

- **Borrower Name:** [Your Full Name]
- **Property Address:** [Address of the Mortgaged Property]
- **Loan Account Number:** [Your Account Number]

I would appreciate it if the reference letter could also include the current outstanding balance and the date the loan was originated.

Please send this information to my mailing address listed above or via email at [Your Email Address]. If there are any forms I need to sign to authorize this request, please let me know as soon as possible.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]