

**[Your Name]**  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

**[Date]**

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

**RE: Mortgage Account Number: [Your Account Number]**

To Whom It May Concern,

I am writing to formally request the most current contact information associated with my mortgage account for my records.

Please provide the following details:

- Official Customer Service Phone Number
- Mailing Address for General Correspondence
- Mailing Address for Payments (if different)
- Contact Email Address or Online Portal Link
- Fax Number (if applicable)

If there is a specific department or representative assigned to my account, please include their direct contact information as well.

Thank you for your prompt assistance with this request.

Sincerely,

[Your Signature]

[Your Printed Name]