

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

[Date]

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

**Subject: Request for Mortgage Loan Account Reference Number**

To Whom It May Concern,

I am writing to formally request the full account reference number for my mortgage loan associated with the property located at:

**Property Address:** [Insert Full Property Address]

I am requesting this information for the following reason: [Insert reason, e.g., setting up automated payments / tax purposes / general record keeping].

To verify my identity, please find my details below:

Full Name: [Your Full Name]

Social Security Number (Last 4 digits): [XXXX]

Date of Birth: [MM/DD/YYYY]

Please send the account reference number to my registered mailing address or via email at [Your Email Address].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]