

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the mortgage options available through your institution. I am interested in purchasing a home and would like to understand the different loan products, interest rates, and any associated fees.

Could you please provide information regarding:

1. Loan types (fixed-rate, adjustable-rate, etc.)
2. Current interest rates
3. Down payment requirements
4. Closing costs and fees
5. Pre-approval process

Additionally, I would appreciate any guidance on necessary documents and requirements for applying.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]