

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Mortgage Lender's Name]
[Address of Lender]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Brief Subject of the Correspondence]
[Introductory paragraph stating the purpose of the letter. Include relevant account details if necessary, such as loan number or property address.]
[Main body of the letter: Provide further details regarding your request, inquiry, or information you need from the lender. Be concise and clear.]
[Optional: Include any additional information or documents you are attaching, if applicable.]
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]