

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Mortgage Lender's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Communication Regarding Mortgage Account #[Your Account Number]

Dear [Lender's Name or Customer Service Department],

I hope this letter finds you well. I am writing to address some concerns and inquiries regarding my mortgage account referenced above.

[Insert specific details about your concern, such as payment issues, interest rates, or account statements. Be clear and concise.]

I would appreciate it if you could provide clarification on these matters and inform me of any necessary steps I need to take. Please let me know if you require any additional information from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Mortgage Account Number]