[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Mortgage Lender's Name]
[Mortgage Lender's Company]
[Company Address]
[City, State, Zip Code]
Dear [Mortgage Lender's Name],
Subject: Mortgage Lender Verification
I am writing to request verification of my mortgage account for the property located at [Property Address].
Please provide the following information regarding my mortgage:
- Loan type
- Principal balance
- Monthly payment amount
- Interest rate
- Payment history
This information is needed for [reason for the request, e.g., refinancing, loan application, etc.].
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]