

[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 mortgage options available through your institution. I am currently considering purchasing a home and would appreciate any guidance you can provide regarding your mortgage products, interest rates, and eligibility criteria.

I am particularly interested in [specific mortgage type or feature, e.g., fixed-rate mortgage, FHA loan, etc.], and I would like to understand the application process and any documents required. My goal is to ensure that I am well-prepared to move forward once I find a suitable property.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]