

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

[Recipient's Name]
[Mortgage Lender's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to [state the purpose of your letter, e.g., inquire about loan options, request assistance with my mortgage, etc.].

[Provide any necessary details related to your inquiry or request.

Include any relevant loan numbers or account information, if applicable.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]