

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

[Recipient's Name]
[Bank/Financial Institution Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding Mortgage Products

I hope this letter finds you well. I am writing to inquire about the mortgage products offered by [Bank/Financial Institution Name]. I am interested in exploring my options for a home purchase and would appreciate any information you can provide regarding your mortgage rates, terms, and application process.

Specifically, I would like to know:

1. Current mortgage interest rates and any associated fees.
2. The different types of mortgage products available (fixed-rate, adjustable-rate, etc.).
3. Eligibility requirements and documentation needed for the application.
4. Any ongoing promotions or special programs for first-time homeowners.

Please feel free to contact me at your earliest convenience either by email or phone. I look forward to your prompt response and any brochures or documents you could send along.

Thank you for your assistance.

Sincerely,

[Your Name]