

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

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

Subject: Application for Mortgage on Immovable Property

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally apply for a mortgage on an immovable property located at [Property Address].

Property Details:

- Owner's Name: [Your Name]
- Property Type: [e.g., Residential, Commercial]
- Size/Dimensions: [e.g., Square Feet or Acres]
- Current Market Value: [Estimated Value]

I am seeking a mortgage of [Loan Amount] to [Briefly state purpose, e.g., purchase, refinance]. I have attached all necessary supporting documents, including:

1. Proof of Identity
2. Income Statements
3. Property Deed
4. Credit Report

Please let me know if any additional information or documentation is required to process my application. I am eager to work with your institution and am available for a meeting at your earliest convenience. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]