

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

Customer Service

RBC Royal Bank

[Branch Address or Headquarters Address]

[City, State, Zip Code]

Dear RBC Mortgage Department,

Subject: Inquiry Regarding Mortgage Information

I hope this letter finds you well. I am writing to inquire about my mortgage details associated with my account. Here are the pertinent details for your reference:

- Account Holder Name: [Your Name]
- Mortgage Account Number: [Your Mortgage Account Number]
- Property Address: [Property Address]

I would appreciate it if you could provide me with the following information:

1. Current mortgage balance
2. Interest rate and type of mortgage (fixed/variable)
3. Payment history for the last 12 months
4. Any upcoming payment adjustments or changes
5. Options available for refinancing or early payoff

If you require any further information to assist with my request, please do not hesitate to contact me at the phone number or email address listed above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]