

Date:

To:

*[Your mortgage servicer
Your mortgage servicer's address]*

From:

*[Your full name
Your street address
Your city, state, and ZIP Code]*

RE: Information Request

Mortgage Loan Number: *[Your loan number]*

I am writing to request the information described below in regard to the mortgage on my property at *[Your home address]*.

[INSTRUCTIONS: Provide a full description of the information you are requesting. Be as specific as possible.]

If you need to contact me to discuss this request, I can be reached at *[Include the best contact information, which may be your home address, work or mobile phone, or email address.]*

Sincerely,

*[Your name
Co-borrower's name]*