

Notification of Mortgage Record Adjustments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Lending Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to notify you of recent adjustments made to your mortgage records. Please find the details below:

- Account Number: [Insert Account Number]
- Adjustment Date: [Insert Date]
- Description of Adjustment: [Brief Description]

If you have any questions regarding these adjustments, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]