

Eligibility Verification for Principal Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Eligibility Verification for Principal Reduction

Dear [Lender's Name],

I am writing to formally request verification of my eligibility for a principal reduction on my mortgage loan, account number [Insert Loan Number]. I believe I may qualify based on [specific reasons, e.g., financial hardship, payment history, etc.].

To assist in the review process, I have enclosed the following documentation:

- Proof of income (e.g., pay stubs, bank statements)
- Monthly budget outlining my expenses
- Any additional relevant information (e.g., benefits or assistance programs)

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]