

Letter of Inquiry for Missing Mortgage Paperwork

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Mortgage Company Name]

[Mortgage Company Address]

[City, State, Zip Code]

Dear [Mortgage Company Contact Name or "Customer Service"],

I am writing to inquire about the status of my mortgage paperwork, specifically related to my loan application with [Your Loan Number or Property Address] that was submitted on [Submission Date].

It has come to my attention that some of the required documentation may be missing or not properly processed. Could you please provide me with an update regarding the following items:

- [List specific documents or items you believe are missing]
- [Include any relevant details or identifying information]

Your assistance in resolving this matter promptly would be greatly appreciated, as it is crucial for the timely processing of my mortgage application. Should you require any additional information from my side, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]