

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the documentation required for the adjustment of the interest rate on my mortgage loan. Below are the details of my mortgage account:

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

- Current mortgage statement
- Interest rate adjustment guidelines
- Any additional forms necessary for processing the adjustment

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

Sincerely,

[Your Name]