

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of my mortgage statement for the account associated with my property located at [Property Address]. My account number is [Your Account Number].

As part of my financial management, I require this statement for the period of [specific time frame]. If you could process this request at your earliest convenience, I would greatly appreciate it.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]