

# Notification Request for Mortgage Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a copy of my mortgage statement for my account numbered [Your Mortgage Account Number]. I would like to obtain the most recent statement and any additional information regarding my mortgage account.

Please send the requested information to my address listed above or to my email at [Your Email Address]. If there is a fee associated with this request, kindly inform me before processing.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]