

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to request a summary of the key elements of my mortgage contract for my records. Please include the following details:

- Loan Amount
- Interest Rate
- Loan Term
- Monthly Payment Amount
- Prepayment Penalties, if any
- Escrow Requirements

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

Sincerely,

[Your Name]