

# Mortgage Policy Correction Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to address an issue regarding my mortgage policy [Policy Number] dated [Policy Date]. Upon reviewing the document, I have identified a correction that needs to be made.

The specific correction is as follows:

- Incorrect Information: [Describe incorrect information]
- Correct Information: [Describe correct information]

I kindly request that you update my mortgage policy with the correct information outlined above. Please confirm once the correction has been made or if you require any further documentation from my side to facilitate this change.

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

Sincerely,

[Your Name]