

Mortgage Policy Correction Request

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 or Customer Service],

I am writing to request a correction to my mortgage policy associated with account number [Your Account Number]. Upon reviewing my policy documents, I noticed that [describe the specific error, e.g., "the property address is incorrect," or "the incorrect interest rate is listed"].

I would appreciate your prompt attention to this matter and request that the necessary changes be made. Attached are copies of the relevant documents for your reference.

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

Sincerely,

[Your Name]