

Mortgage Policy Error Resolution

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]

Subject: Request for Resolution of Mortgage Policy Error

Dear [Lender's Name],

I am writing to formally address an error I have identified in my mortgage policy, associated with loan number [Insert Loan Number]. After reviewing my recent statements and policy documents, I have encountered discrepancies that require immediate attention.

Specifically, I believe that [describe the nature of the error, e.g., incorrect interest rate, missing coverage, etc.]. I have attached relevant documents that support my claims for your reference.

As a valued customer, resolving this issue promptly is important to me, and I would appreciate it if you could investigate this matter at your earliest convenience. Please let me know if additional information is needed on my part or if we can arrange a meeting to discuss this further.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]