

# Address Discrepancy Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Mortgage Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you of a discrepancy regarding my address as it appears in the mortgage documentation. It has come to my attention that my address is listed incorrectly as [Incorrect Address]. The correct address should be [Correct Address].

To ensure that my mortgage documentation is accurate and up to date, I kindly ask that you update your records accordingly. Please let me know if there are any additional steps I need to take to facilitate this correction.

Thank you for your prompt attention to this matter. I look forward to your confirmation that the necessary changes have been made.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]