

Mortgage Fee Reimbursement Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for the mortgage fees associated with my loan account #[Insert Account Number]. On [Insert Date of Payment], I paid a total of \$[Insert Amount] in fees, which I believe were incorrectly charged.

According to the terms outlined in our agreement, these fees should be reimbursable under [Insert Relevant Policy or Agreement Clause]. I have attached all relevant documentation, including receipts and statements, to support my request.

I would appreciate it if you could process this reimbursement at your earliest convenience. Should you have any questions or require further information, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,
[Your Name]