

Mortgage Refund Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of a potential refund related to my mortgage account, with the account number [Your Account Number].

Upon reviewing my statements, I noticed [brief description of the issue or reason for inquiry]. I would appreciate any details you can provide regarding this matter, including the steps I need to take to facilitate the refund process.

Please let me know if you require any further information or documentation from my end. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]