

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Mortgage Lender's Name  
Lender's Address  
City, State, Zip Code

Dear [Mortgage Lender's Name],

I hope this letter finds you well. I am writing to inquire about the potential adjustment of my mortgage deed for the property located at [Property Address]. Due to [specific reason for inquiry, e.g., changes in financial circumstances], I would like to discuss the possibility of revising the terms of my mortgage.

Could you please provide information on the process for requesting an adjustment? Additionally, I would appreciate any guidance on the documentation I might need to prepare.

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

Sincerely,

Your Name