

# Request for Access to Mortgage Payment Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to my mortgage payment records. I am a current homeowner with the loan number [Insert Loan Number], and I require these records for [state reason, e.g., personal recordkeeping, tax purposes, etc.].

Despite my previous attempts to obtain this information, I have not been successful. Therefore, I kindly ask for your assistance in granting me access to these documents at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]