

Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request documentation regarding my mortgage loan balance review. My loan account number is [insert loan account number]. Please provide me with the current balance, interest rate, and any additional pertinent information related to my mortgage.

Should you require any further information from my side to process this request, please do not hesitate to contact me at the provided phone number or email address.

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

Sincerely,

[Your Name]