

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 [Lender's Name],

I am writing to request clarification regarding the current balance of my mortgage loan, account number [Your Account Number]. I have been reviewing my statements and am uncertain about certain charges and payments recorded.

Could you please provide a detailed breakdown of the loan balance, including any applicable interest, fees, and recent payments? I appreciate your assistance in resolving this matter.

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

Sincerely,
[Your Name]