

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Assistance with Mortgage Application**

Dear [Lender's Name],

I hope this letter finds you well. I am writing to request assistance with my mortgage application that I recently submitted on [submission date]. Due to [reason for assistance request, e.g., complications, lack of information], I am seeking guidance to ensure that my application is processed smoothly.

Specifically, I would appreciate clarification on [specific areas where assistance is needed, e.g., documentation requirements, application status]. Your expertise and support would greatly assist me in this process.

Thank you for your attention to this matter. I look forward to your prompt response and any assistance you can provide.

Sincerely,

[Your Name]