

# Loan Document Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Correction in Mortgage Loan Documents

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a correction to my mortgage loan documents associated with my loan number [Your Loan Number]. During a recent review of the documents, I noticed the following discrepancies:

- [Describe discrepancy 1]
- [Describe discrepancy 2]
- [Describe discrepancy 3]

These errors need to be rectified to ensure proper record-keeping and to avoid any future complications. I kindly request that you review my documents and provide the necessary corrections at your earliest convenience.

If you need any additional information or documentation to assist with this request, please do not hesitate to reach out to me. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]