

Mortgage Prepayment Notification

Date: [Insert Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally notify you of my intention to make a prepayment on my mortgage loan with account number [Insert Account Number]. This prepayment is intended to be applied to the scheduled payment due on [Insert Due Date] and will be made on [Insert Prepayment Date].

Details of the prepayment are as follows:

- Amount: \$[Insert Amount]
- Method of Payment: [Insert Method]

Please confirm the receipt of this notification and let me know if there are any additional steps I must take to ensure that my prepayment is processed accordingly.

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

Sincerely,

[Borrower's Signature (if sending a hard copy)]
[Borrower's Printed Name]
[Borrower's Phone Number]
[Borrower's Email Address]