

September 20, 2015

Mortgage Servicer
[Customer Service Address]
[Customer Service Address]

RE: RESPA Qualified Written Request Letter

Attention Customer Service:

This is a “qualified written request” under Section 6 of the Real Estate Settlement Procedures Act (RESPA) regarding the mortgage account below:

Loan No.: 123412341234
Borrowers: John and Sallie Public
Property Address: 5678 Consumer Drive, Portland, OR 97204

I am writing because... [*specifically describe each issue and what action you believe the servicer should take, describe prior conversations with customer service, who you spoke with, and when you called, etc.*].

Please see the attached documents that relate to this request: [*mortgage statement with errors circled, property tax statement, insurance letter, etc.*]

I understand that under Section 6 of RESPA you are required to acknowledge my request within 20 business days and must try to resolve the issue within 60 business days. Please feel free to respond to me directly at the phone number and mailing address below.

This request is very important to me because if this mortgage issue is not addressed immediately, ... [*I could lose my home to foreclosure, my family will continue to be stressed out about losing our home, I can't refinance my home, etc.*].

Thank you.

John Q. Public

Full Legal Name: John Quincy Public
Social Security No.: 555-55-5555
Date of Birth: 01-01-1962
Current Address: 5678 Consumer Drive, Portland, OR 97204
Current Phone No.: 555-555-5555