*Select the applicable errors and delete the remaining errors.*

[DATE]

[SERVICER]

Address

City, State, Zip

Re: **REQUEST FOR INFORMATION**

Borrower: [FULL NAME OF ALL BORROWERS]

Property: [PROPERTY ADDRESS]

Loan No.: [FULL LOAN #]

Dear Sir or Madam:

I am writing to request the following information from [SERVICER]. [SERVICER] has been the servicer for my loan for the most recent year and this is the [first] request for information that I have sent for this particular issue.

**Investor** – Please provide me with the name and contact information for all investors for my loan and the date that the investor acquired my loan.

**Loss mitigation options** – Please provide me with a detailed list of all loss mitigation and liquidation options that are offered by my investor regardless of whether I qualify for any particular option*.*

**Itemized account history** – Please provide me with an itemized account history that includes all fees and charges that have been assessed to my account, each payment that I made, the date that each payment was posted and the date that my escrowed items were paid*.*

**Denial** – Please provide me with a detailed explanation for why my last loss mitigation application was denied and include the specific numbers used in the Net Present Value calculation.

[ANY OTHER INFORMATION CAN BE REQUESTED SO LONG AS IT IS NOT A DUPLICATE REQUEST OR A REQUEST THAT INVOLVES IRRELEVANT INFORMATION OR A REQUEST FOR VOLUMINOUS DOCUMENTATION]

I am aware that [SERVICER] has five (5) business days to send me with a written response acknowledging the receipt of this Request for Information letter. I look forward to hearing from you.

Sincerely,

[SIGN]

[NAME]