

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Response to Inquiry – Mortgage Company

Dear :

Thank you for your inquiry about {Name} Mortgage Company. {Name} Mortgage Company is available to assist you in all your mortgage needs. We have a qualified team of finance experts aim to get you the best-tailored mortgage.

Please call us to discuss the options we have available.

Sincerely,

N A M E