Date: [Insert Date]

To: Mortgage Servicing Department
Lender Name: [Insert Lender/Servicer Name]
Address: [Insert Street Address]
City, State, Zip: [Insert City, State, Zip]

RE: FOLLOW-UP ON PENDING REQUEST

Borrower Name: [Insert Borrower Name]
Property Address: [Insert Property Address]
Loan Number: [Insert Loan Number]

To Whom It May Concern,

I am writing on behalf of [Insert Agency Name] regarding a request previously submitted on [Insert Date of Original Request] concerning the above-referenced loan account. As of today, we have not received a response or a status update.

Our initial request pertained to: [Insert Brief Description, e.g., Payoff Statement, Loss Mitigation Status, or Escrow Analysis].

Please provide an update regarding the status of this request or provide the requested documentation immediately. If additional information is required from our agency or the borrower to process this request, please notify us at your earliest convenience.

Attached for your reference is a copy of the original request and the signed Borrower's Authorization form.

Thank you for your prompt attention to this matter. We look forward to your response within [Insert Number] business days.

Sincerely,

[Signature]
[Name of Agency Representative]
[Title]
[Agency Name]
[Phone Number]
[Email Address]