



**CONSUMER RESOURCES**

All laws are subject to change without notice. This information is based on Florida law only and is NOT intended to be legal advice.

**SAMPLE QUALIFIED WRITTEN REQUEST LETTER**

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Re: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_

To Whom It May Concern:

I am requesting information relating to the above-referenced mortgage. I have been receiving conflicting information relating to the servicing of my mortgage. I am concerned that this conflicting information has created an unnecessary and improper delinquency in my mortgage payments.

Therefore, I am sending you this “qualified written request” pursuant to 12 U.S.C. § 2605 (e). I seek verification of the amounts which you claim are due and/or delinquent and the documents supporting these claims. I should not be held responsible for any late fees, interest, or other charges relating to the above referenced confusion.

I look forward to your response within 20 days from the date of this letter. Any further written or verbal communications concerning this debt should be directed to me.

Sincerely,

\_\_\_\_\_

**\*\*In order to get a better idea as to the receipt and disbursement of funds you are submitting, you may wish to send a Qualified Written Request (“QWR”) to your mortgage servicer. You will need to contact the servicer and ask where to send your QWR (in that the servicer will oftentimes set up a separate P.O. Box or address for QWRs). You will need to send the original QWR by certified mail, return receipt requested. You should make a copy for your records. They will have 20 business days from their receipt of your QWR to respond to your inquiry.**

Jacksonville Area Legal Aid is sorry it can’t be of more assistance at this time. Please feel free to come again should you have other legal problems. Jacksonville Area Legal Aid wishes you the best of luck in the future.

**Jacksonville Area Legal Aid  
126 W. Adams St.  
Jacksonville, FL 32202  
904-356-8371**