September 16, 2016

Mortgage Company

Street Address

City

Postal Code

Dear Sir or Madam:

RE: **NON-PROFIT NAME**

LOAN #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been requested by our Auditors, Prentice Yates & Clark, to provide the following information on the above mortgage and related accounts at YEAR END DATE.

1. approved amounts
2. amount advanced
3. interest rate
4. amortization period
5. monthly repayment amounts
6. accrued interest at yearend date
7. principal balance outstanding
8. escrow balance including P & I (if any)
9. copy of your amortization schedule and activity report for the year
10. reserve funds retained during the period and details of any disbursements and interest paid

Please respond directly to our auditors as soon as possible.

Prentice Yates & Clark

15 Toronto Street, Suite 700

Toronto, Ontario M5C 2E3

Thank you, for your assistance with this matter.

Very truly yours,

**NONPROFIT NAME**