Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Mortgage authorization for [X]**

I took out some loan from your bank against my house as security on [date]. I have already made three repayments and as you know from my record, I have been regular in my repayments. However, I recently got married and I want to include my wife [name]’s in my mortgage. I authorize you to share my payment details and any other information related to my mortgage with her.

I assure you that you would not face any issue with repayments in fact, as now we would be sharing the installment amount, we intend to repay the loan sooner. I am sharing the details of my mortgage account for your convenience.

Looking forward to your cooperation.

Yours Sincerely.

Name  
Designation  
Department Name