

DATE: \_\_\_\_\_

TO:

\_\_\_\_\_  
(Name of Lender)

\_\_\_\_\_  
(Address of Lender)

\_\_\_\_\_  
(City, State, Zip)

Re: My request for a copy of the Promissory Note

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Dear Mortgage Processor,

I am the owner of certain real property located at

\_\_\_\_\_

(Address)

\_\_\_\_\_ which is security for a loan made by

(City, ST Zip)

\_\_\_\_\_ to me on \_\_\_\_\_.

(Company which issued the loan.)

(Date loan was issued.)

Please produce for my inspection within ten days the Promissory Note which I signed on

\_\_\_\_\_.

(Date loan was issued.)

If you have any questions regarding my request, please contact me at:

\_\_\_\_\_.

(Your phone number)

Very truly yours,

\_\_\_\_\_

(Your name)