

TO: [Name of lender]  
[Address of Lender]

Re: My request for a copy of the Promissory Note  
Name: [your name]  
Property Address: [address of property subject to mortgage]  
Loan Number:

Dear

I am the owner of certain real property located at [property address ],  
which is security for a loan made by [company which issued the loan]  
to me on [date of the loan]\_\_\_\_\_. Please produce for my inspection within ten days  
the Promissory Note which I signed on [date note was signed]\_\_\_\_\_.

If you have any questions regarding my request, please call me at [your phone  
number]\_\_\_\_\_.

Very truly yours,