

Claim for Copied Loan Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally claim the copied loan documentation related to my loan account with [Loan Account Number] that was submitted on [Submission Date]. I believe that there has been a misunderstanding regarding the documentation, and I require the specific details to be addressed promptly.

Despite my previous communications, I have not received the appropriate documentation, and without this information, I am unable to proceed with my inquiries regarding my loan processing.

I kindly request that you provide me with copies of the required documentation at your earliest convenience. Please send these documents to my address listed above, or feel free to contact me directly should you need further information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]