Confirmation Request for Duplicate Loan Files

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request confirmation regarding the duplicate loan files for my account. My loan account number is [Loan Account Number].

Due to [reason for request, e.g., recent issues, lost documents], I need to ensure that I have complete and accurate copies of all documentation pertaining to my loan.

Please confirm receipt of this request and inform me of the next steps necessary to obtain the duplicate files. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]