

# Notification for Lost Loan Documents

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you that I have lost the documents associated with my loan application, reference number [Insert Loan Reference Number]. The documents were last seen on [Insert Last Seen Date] and despite my efforts to locate them, I have been unable to recover them.

The lost documents include:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request your assistance in providing replacements for the lost documents, as they are essential for the progress of my loan application. Please let me know if there are any steps I need to follow or forms that need to be filled out in this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]