

Request for Duplicate Loan Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name or Loan Officer's Name],

I hope this message finds you well. I am writing to formally request duplicate copies of my loan documents associated with Loan Account Number [Insert Loan Account Number]. Due to [reason for requesting duplicates, e.g., lost documents, mishandling], I am unable to locate the original copies.

For your reference, below are the details pertaining to my loan:

- Loan Account Number: [Insert Loan Account Number]
- Loan Type: [Insert Loan Type]
- Date of Loan Agreement: [Insert Date]

I would appreciate it if you could provide me with the duplicate documents at your earliest convenience. If there are any forms or fees required for this request, please let me know how I can comply.

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

Sincerely,

[Your Name]