

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request documentation related to my loan [Loan Number] that I believe has been lost or misplaced. Despite my efforts to locate the paperwork, I have been unable to find it.

Please provide me with copies of the following documents:

- Loan agreement
- Payment schedules
- Any correspondence related to the loan

Thank you for your assistance.

Sincerely,

[Your Name]