

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my mortgage agreement for the property located at [Property Address]. Unfortunately, it seems that my copy of the mortgage agreement has been misplaced, and I am unable to locate it.

I would greatly appreciate your assistance in either providing me with a replacement copy of the agreement or guiding me on how I might obtain the necessary documents. If there are forms I need to complete or specific steps to follow, please let me know.

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

Sincerely,

[Your Name]