

DATE: _____

TO: CEO Name
Name of Lender
Address of Lender

CORRESPONDENCE LOCATION (located on bill)
Name of Lender
Address of Correspondence Location

Re: My request for a copy of the Promissory Note and Deed to Secure Debt
Name: [your name]
Property Address: [address of property]
Loan Number: _____

Dear Institution:

I am the owner of certain real property located at [property address],
which is security for a loan made by [original company which issued the loan]
to me on [date of the loan]_____. Please produce for my inspection within ten (10)
days a copy of the Promissory Note (with the associated allonge, if applicable) and Deed
to Secure Debt which I signed on [date note and deed to secure debt were signed].

If you have any questions regarding my request, please call me at [your phone
number].

Very truly yours,

Your name printed here

Additional person on mortgage
(if applicable)