

DATE: \_\_\_\_\_

TO: CEO Name  
Name of Servicer (Servicing your account)  
Address of Servicer

CORRESPONDENCE LOCATION (located on bill)  
Name of Servicer (Servicing your account)  
Address of Correspondence Location

Re: My request for a copy of the Promissory Note and Deed to Secure Debt,  
certified "true and accurate" copy  
Name: [your name]  
Property Address: [address of property]  
Number associated with my account: \_\_\_\_\_

Dear Institution:

I am the owner of certain real property located at [property address ],  
which is security for a transaction made by [original company shown on Note and  
Security Instrument] on [date of transaction]. Please produce for my inspection within  
ten (10) days a copy of the Promissory Note (with the associated allonge, if applicable),  
certified "true and accurate copy" and Deed to Secure Debt, certified "true and accurate  
copy", 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)