

Date: [Insert Date]

To: [Name of Recipient/Office]  
[Position/Title]  
[Company/Organization Name]  
[Address]

Subject: Submission of Original Chattel Mortgage Recording Details

Dear [Name of Recipient],

Regarding the loan agreement dated [Loan Date], please find the recording details of the original Chattel Mortgage for the property/equipment described below:

- **Mortgagor:** [Name of Borrower]
- **Mortgagee:** [Name of Lender]
- **Description of Property:** [Include Make, Model, Serial Number, or Plate Number]
- **Principal Amount:** [Insert Amount]

**Recording Details:**

- **Registry of Deeds:** [Name of City/Province]
- **Primary Entry Number:** [Insert Number]
- **Date of Registration:** [Insert Date]
- **Official Receipt Number:** [Insert Number]

Enclosed is a certified true copy of the registered Chattel Mortgage for your records. Please acknowledge receipt of this information.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Contact Number]