

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Lost Note Affidavit - [Loan/Account Number]

Dear [Recipient Name],

Please find enclosed the executed and notarized Lost Note Affidavit regarding the original Promissory Note for the above-referenced account. The original document, dated [Date of Original Note] in the amount of \$[Amount], has been lost, misplaced, or destroyed and cannot be located after a diligent search.

This affidavit is being provided to satisfy the requirements for [reason for letter, e.g., loan payoff, property release, or transfer of interest].

Accompanying this affidavit are the following documents for your review:

- Executed Lost Note Affidavit (Notarized)
- Copy of the original Promissory Note (if available)
- [Additional Document Name, if applicable]

Please process this request at your earliest convenience. Once the underlying obligation has been satisfied, please provide written confirmation and any necessary release documentation to my attention at the address listed above.

If you require any additional information or have questions regarding this submission, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]