

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Execution of Lost Note Affidavit

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

Please be advised that [Lender/Company Name] is currently the owner and holder of the promissory note associated with the above-referenced loan. We are writing to formally notify you that the original promissory note has been inadvertently lost, misplaced, or destroyed.

Enclosed with this letter is a **Lost Note Affidavit**. This document has been executed by an authorized representative of [Lender/Company Name] to serve as a legal substitute for the original document. This affidavit confirms that the debt remains valid and that the terms of your loan agreement remain in full force and effect.

This notification is for your records. No action is required on your part regarding the repayment of your loan. Please continue to make your scheduled payments according to your existing loan agreement and billing statements.

Should the original note be recovered, it will be marked as superseded by this affidavit or returned to the appropriate party as required by law.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[Lender/Company Name]

Enclosure: Executed Lost Note Affidavit