

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

[Recipient Name/Lender Name]
[Recipient Department]
[Recipient Address]
[City, State, Zip Code]

RE: Submission of Lost Promissory Note Affidavit
Loan Number: [Your Loan Number]
Property Address: [Property Address, if applicable]

To Whom It May Concern,

I am writing to formally submit the enclosed Lost Promissory Note Affidavit regarding the original promissory note dated [Date of original note] in the amount of \$[Original Loan Amount].

After a thorough search of my personal records and files, I have been unable to locate the original document. The enclosed affidavit has been signed and notarized, confirming that the note has been lost, misplaced, or destroyed and has not been transferred or assigned to any other party.

Please update your records to reflect this submission. I request that you acknowledge receipt of this letter and the attached affidavit by sending a confirmation to the address listed above.

If you require any additional information or further documentation to process this request, please contact me directly at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Notarized Lost Promissory Note Affidavit