

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

[Date]

[Lender Name or Financial Institution]  
[Department Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Request for Return of Original Promissory Note**

Account Number: [Your Account Number]

Loan Property Address: [Address associated with loan, if applicable]

To Whom It May Concern,

I am writing to formally request the return of the original Promissory Note regarding the above-referenced account. This loan has been paid in full as of [Date of Final Payment].

As the debt is satisfied, I request that you mark the original Promissory Note as "PAID IN FULL" or "CANCELLED" and mail the physical document to my address listed above. Additionally, please provide a formal Release of Lien or Satisfaction of Mortgage document if applicable to this account.

Please return the original documents within [Number, e.g., 30] days of receipt of this letter. If the original note has been lost or destroyed, please provide a Lost Note Affidavit for my records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]