

(Date of Letter)

(Name of Bank)

(Attn: Commercial, Business, Personal, Etc. Loan Department)

(Street Address)

(City, State and Zip Code)

RE: Request for Canceled Notes

Dear Loan Officer:

As you know, on the _____ day of _____ (month/year), loan number _____ (number of loan) in the amount of \$ _____ (the amount of loan) at _____ % (rate of interest) was paid by the undersigned. It was my understanding that a copy of the paid note would be appropriately file-stamped as "paid" with a copy directed to the undersigned. To date, a copy of the paid note has not yet been received. Perhaps this has been an oversight and/or a file-stamped copy has not yet been received by your office. In any event, a copy of the paid note would be most appreciated at your earliest convenience. Should any problem arise in providing such information to the undersigned, please advise. Thank you for your anticipated cooperation.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.