

## Request for Retail Installment Sales Contract

First Name, Middle Name, Last Name

Complete Address

City State Zip

Phone • Email

Date

Name of Lender

Address

City, State, Zip

Attn: Representative Name/Title/Department

### RE: Loan Payment History Request

Auto Loan #: \_\_\_\_\_

Full Name of Borrower (*and Co-Signer*): \_\_\_\_\_

Year/Make/Model: \_\_\_\_\_

VIN #: \_\_\_\_\_

**Dear *Name of Lender*:**

I write to request a complete copy of my Retail Installment Sales Contract or loan agreement for the above-captioned auto loan. Please forward a legible copy of this complete signed agreement (all pages front and back) to me at the above address.

Your prompt attention to this request is appreciated. Thank you for your assistance.

Sincerely,

*Your Signature*