

Loan Agreement Letter

Although your car purchase and loan documents should be filed in a secure place for easy reference, many times they are kept in the vehicle or misplaced. Consumers can contact the lender to request a copy of their signed agreement. However, after a repossession, the lender may not always be very accommodating. It may be necessary to request a copy of your complete signed loan agreement by writing to the lender.

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

RE: **Auto Loan#: 00000000000**
Full Name of Borrower (and Co-Signer)
Year/Make/Model
VIN #: _____

Dear Representative:

I write to request a complete copy of my **LOAN AGREEMENT** for the above-captioned auto loan.

Please forward a copy of the complete signed agreement to me at the above address.

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

Yours truly,

Your Signature

Maintain a file:

- Keep a copy of your correspondence to the lender for your files.
- Send your letter by **Certified Mail, Return Receipt**.