

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

[Recipient's Name]
[Recipient's Position]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Subject: Loan Documentation Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the documentation related to my GBP loan, referenced under the loan number [Loan Number].

The required documents include:

1. Loan agreement
2. Amortization schedule
3. Payment history
4. Any amendments or addendums to the agreement

Please let me know if you need any further information or if there are specific forms I need to complete to process this request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]