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### Sample 3: Letter to your lender asking them to send you the loan documents

25 Banksia Avenue  
Treedale Qld 4234  
3 June 2018

The Manager  
ASD Credit Services  
GPO Box 1234  
Brisbane Qld 4000

Dear Sir or Madam

**Re: Ferris, Loan Account Number 084 553**

Please send us the following information about our loan contract:

1. A complete statement of account (under s. 34 of the National Credit Code).
2. Copies of all contracts and notices relating to this loan, including insurance contracts, guarantees, mortgages and any notices (under s. 185 of the National Credit Code).
3. A statement of the current payout figure and how it is calculated (under s. 83 of the National Credit Code).

We look forward to your response as soon as possible.

Yours sincerely

*Louis Ferris*

Louis and Jeanine Ferris  
Ph: (07) 3182 5182