**IMPORTANT!   
PLEASE READ THEN DELETE THIS BOX**  
This is a template letter for guidance. You need to add your details and where appropriate change the letter to suit your particular circumstances.

Once you’ve made changes, always print it out and read through to check it makes sense to the recipient.

**ACTION POINTS**

**[BLUE BRACKETS]:** Put your specific info here, then delete the instructions (and change the text colour)  
 **[RED BRACKETS]:** Just for info, after you’ve read, delete

[Insert your name

and address]

[insert date]

[insert name and

address of company

that sold your

loan insurance]

Dear Sir or Madam,

**Account number: [insert account number]**

I am writing to request a copy of my original [loan/credit] agreement with [insert name of lender] for the account above.

If the original loan agreement does not include details of the insurance added to the account, such as the number and cost of any monthly payments or any lump sum fees and interest charges applicable to this fee, please attach or advise how I can get access to this information.

I would also like to request a copy of the terms and conditions that were applicable to the account above at the time I took out my agreement [enter date agreement started if known in [insert date]], as I no longer have a copy and would like to check some of the details.

I look forward to your response within one month, as is obliged under new GDPR laws.

Yours faithfully,

[insert your signature]

[Insert your name (printed)]