

[Your Company Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Request for Additional Documentation - Interest Rate Reduction Application

Dear [Customer Name],

We have received your request for an interest rate reduction on your account ending in [Last 4 Digits of Account Number].

To move forward with the review of your application, we require the following additional documentation:

- [Document 1: e.g., Most recent two months of pay stubs]
- [Document 2: e.g., Signed federal tax returns for the previous year]
- [Document 3: e.g., A brief letter explaining current financial hardship]
- [Document 4: e.g., Current bank statements for all active accounts]

Please submit these documents by [Deadline Date] to ensure timely processing. You may provide them via [submission method: e.g., secure online portal, email to address, or mail].

Once we receive and verify these materials, we will notify you of our decision regarding your interest rate within [Number] business days.

If you have any questions or are unable to provide these documents by the requested date, please contact our support team at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]