

[Date]

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

**RE: Loan Application Number: [Loan Number]**

Dear [Borrower Name],

Thank you for choosing [Financial Institution Name] for your financing needs. We are currently reviewing your loan application.

To proceed with the underwriting process, we require the following additional documentation:

- [Document Item 1]
- [Document Item 2]
- [Document Item 3]

Please submit these documents by [Due Date] to ensure your application remains active. You may provide these files via [Submission Method: e.g., online portal, email, or in-person].

Once we receive and verify these items, we will continue our review of your request. If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]  
[Title]  
[Financial Institution Name]