

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Student Loan Refinance Application #[Application Number]

Dear [Applicant Name],

Thank you for your interest in refinancing your student loans with [Lender Name]. We have received your application; however, we require additional information to complete our review.

Please provide the following missing documentation:

- [Item 1: e.g., Recent Pay Stub]
- [Item 2: e.g., Tax Return Form 1040]
- [Item 3: e.g., Current Loan Payoff Statement]
- [Item 4: e.g., Government Issued ID]

You can submit these documents by uploading them to your secure online portal, emailing them to [Email Address], or mailing them to the address listed above.

Please provide these items by [Deadline Date] to ensure your application remains active. If we do not receive these documents by this date, your application may be withdrawn.

If you have any questions, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Lender Name]