

Date: [Insert Date]

Subject: ACTION REQUIRED - Missing Bank Statements for Loan Application [Insert Loan Number]

Dear [Applicant Name],

We are currently reviewing your loan application. To proceed with the processing and underwriting of your file, we require the following missing documentation:

Required Documents:

- [Bank Name] - Checking Account - Statements for [Insert Months/Year]
- [Bank Name] - Savings Account - Statements for [Insert Months/Year]

Submission Requirements:

- Please provide all pages of each statement (e.g., page 1 of 6), even if the last page is blank.
- Ensure the account holder name and account number are clearly visible.
- Documents must be in PDF format (photos or screenshots are not acceptable).

Please upload these documents to our secure portal at [Insert Link] or reply directly to this email by [Insert Deadline Date].

Please note that delays in receiving these documents will result in a delay in your loan approval and closing date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]