

[Date]

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

RE: Conditional Mortgage Approval - Request for Additional Documentation

Loan Number: [Loan Number]

Dear [Borrower Name],

We have completed an initial review of your mortgage application. At this time, your loan has been conditionally approved. However, to proceed with the final underwriting process, we require additional documentation regarding your bank accounts.

Please provide the following missing items:

- **Bank Statements:** Complete statements for [Account Number/Bank Name] for the period of [Start Date] to [End Date].
- **Missing Pages:** Please ensure all pages of the statements are included (e.g., page 1 of 6, 2 of 6, etc.), even if they are blank.
- **Transaction Clarification:** [Optional: Explanation of specific large deposits or withdrawals].

Please submit these documents by [Due Date] to ensure your closing date is not delayed. You may upload these files through our secure portal or email them directly to your loan processor.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]
[Company Name]