

[Date]

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

**Subject: Pending Mortgage Application - Verification of Rent Required**

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your mortgage needs. We are currently reviewing your application for the property located at [Subject Property Address].

To move forward with the underwriting process, we require a formal Verification of Rent (VOR). Please provide the following information regarding your current or previous residence at [Rental Address]:

- A completed Verification of Rent form signed by your landlord or property management company; or
- Cancelled checks for the last [Number] months showing consistent rent payments; or
- A copy of your rental ledger from your landlord.

Please submit these documents by [Due Date] to ensure your application remains on schedule. You may upload them via our secure portal, email them to [Email Address], or drop them off at our office.

Failure to provide this documentation may result in a delay in your loan approval or a denial of the application.

If you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]  
[Loan Officer Title]  
[Lending Institution Name]