

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

RE: FOLLOW-UP VERIFICATION OF DEPOSIT

To Whom It May Concern,

We are writing to follow up on a Verification of Deposit (VOD) request sent to your office on [Date of Original Request] regarding the following account holder:

- **Applicant Name:** [Applicant Name]
- **Account Number:** [Account Number (Last 4 digits)]
- **Social Security Number:** [XXX-XX-XXXX]

As of today, we have not yet received the completed documentation. This information is required to process the applicant's [loan/mortgage/lease] application. We have previously provided a signed authorization from the applicant permitting the release of this information.

Please provide the current balance, average balance for the past two months, and the date the account was opened. You may return the completed form via:

- **Fax:** [Your Fax Number]
- **Email:** [Your Email Address]

If you have already sent this information, please disregard this notice. If you require another copy of the authorization or the original request form, please contact us immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]