

[Sender Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Bank Name]  
[Address]  
[City, State, Zip Code]

Re: Loan Reference Number: [Insert Loan Number]  
Property Address/Account Name: [Insert Reference]

Dear [Recipient Name],

Please find enclosed the formal documentation and required exhibits related to the aforementioned loan application/agreement. These documents are being submitted to satisfy the requirements for [purpose of letter, e.g., final underwriting, closing conditions, or modification].

The following items are attached as formal exhibits to this letter:

- **Exhibit A:** Executed Loan Agreement
- **Exhibit B:** Promissory Note
- **Exhibit C:** Certified Appraisal Report
- **Exhibit D:** Proof of Insurance and Title Commitments
- **Exhibit E:** Financial Statements and Tax Returns

Please review the attached documents to ensure they meet your specifications. If any further information or additional exhibits are required to complete this file, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]  
[Title/Organization]

Enclosures: [Number of Attachments]