

Friendly Reminder

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder that the documentation for your loan application is due on [Due Date].

To ensure a smooth processing of your loan, please submit the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or need assistance, please do not hesitate to reach out to us.

Thank you for your attention to this matter!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]