

Notice to Submit Loan Application Materials

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notice regarding your loan application process. In order to proceed, we kindly request that you submit the following materials:

- Completed Loan Application Form
- Proof of Income
- Credit Report
- Identification Documents
- Any Additional Supporting Documents

Please ensure that all materials are submitted by [Insert Deadline] to avoid any delays in the processing of your application.

If you have any questions or require further information, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]