

Reminder: Completion of Loan Paperwork

Dear [Borrower's Name],

This is a friendly reminder that your loan paperwork is still pending completion. To ensure a smooth processing of your loan application, we kindly ask you to submit the required documents by [Deadline Date].

Please find below the documents needed:

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

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]