

Request for Outstanding Loan Documents

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the outstanding documents pertaining to my loan application with [Loan Reference Number or Account Number].

As of [Date], I have not yet received the following documents:

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

These documents are crucial for my records and for ensuring that all required paperwork is complete for the processing of my loan. I would appreciate your prompt attention to this matter.

Please let me know if you require any further information from my side to expedite this request. Thank you for your cooperation.

Sincerely,

[Your Name]