

# Urgent Reminder: Loan Submission Documents Required

Dear [Borrower's Name],

This is a friendly reminder regarding the submission of your loan documents. We have not yet received the necessary paperwork to process your loan application.

Please ensure that the following documents are submitted by [Deadline Date]:

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

Failure to provide these documents by the deadline may result in delays or cancellation of your loan application.

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]