

Loan Application Document Checklist

Dear [Applicant's Name],

Thank you for your interest in applying for a loan. To ensure a smooth application process, please find below a comprehensive checklist of required documents:

Personal Information

- Completed Loan Application Form
- Government-issued ID (Driver's License, Passport, etc.)
- Social Security Number

Income Verification

- Recent Pay Stubs (last 2 months)
- W-2 Forms (last 2 years)
- Tax Returns (last 2 years)
- Proof of Additional Income (if applicable)

Employment Information

- Employer Name and Contact Information
- Length of Employment

Financial Documents

- Bank Statements (last 2 months)
- List of Debts and Obligations
- Asset Documentation (if applicable)

Loan Specifics

- Desired Loan Amount
- Loan Purpose

Please ensure that all documents are complete and up-to-date. Incomplete applications may result in delays. Once you have gathered the required documents, please send them to us at your earliest convenience.

If you have any questions, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]