

# Loan Application Requirements

Dear [Recipient's Name],

We are pleased to assist you with your loan application. Below are the necessary paperwork requirements needed to process your application efficiently:

- Completed Loan Application Form
- Proof of Identity (e.g., Government-issued ID)
- Proof of Income (e.g., Pay stubs, Tax returns)
- Credit Report Authorization
- Bank Statements (Last 3 months)
- Employment Verification Letter
- Collateral Documentation (if applicable)

Please ensure that all documents are up-to-date and submitted by [Submission Deadline]. If you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to these requirements.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]