

Application Documents Checklist

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to submit our application for financing. Below is a checklist of the required documents that we have included for your review:

- Completed Application Form
- Business Plan
- Financial Statements (last 3 years)
- Tax Returns (last 3 years)
- Personal Financial Statement
- Proof of Collateral
- Business License/Registration
- List of Shareholders/Directors
- Bank Statements (last 6 months)
- Other Relevant Documents (if any)

We appreciate your time and consideration of our application. Should you require any additional information or clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]