

Loan Documentation Requirements Checklist

Dear [Borrower's Name],

To proceed with your loan application, please review and gather the necessary documentation listed below:

- Completed Loan Application Form
- Government-issued ID (Driver's License, Passport, etc.)
- Proof of Income (Recent Pay Stubs, Tax Returns)
- Bank Statements (Last 2-3 months)
- Employment Verification Letter
- Credit Report Authorization
- Property Appraisal (if applicable)
- Insurance Information (Homeowners, Life Insurance, etc.)
- Debt Information (Current Loans, Credit Cards)

Please ensure that all documents are up to date and submitted by [Submission Deadline]. If you have any questions, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]