

Letter of Demand for Second Set of Loan Documents

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Lender's Name]
[Lender's Company]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a second set of loan documents related to my application for a loan with [Loan Reference Number]. I appreciate your assistance in this matter, but I have not yet received the complete set of documents necessary to proceed with the loan process.

Please provide me with the requested documents at your earliest convenience to avoid any delays in the approval process. You can send the documents to my email or mailing address listed above.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]