

Notification of Errors in Loan Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of certain errors identified in your loan documentation submitted on [Insert Submission Date]. These discrepancies may affect the processing of your loan application.

Error Details:

- Error 1: [Brief description of the error]
- Error 2: [Brief description of the error]
- Error 3: [Brief description of the error]

To resolve these issues promptly, we kindly ask you to review your documentation and provide the necessary corrections by [Insert Deadline Date]. You may contact our office at [Insert Contact Number] or [Insert Email Address] for any assistance.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]