

Reminder: Unresolved Mortgage Document Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder for Unresolved Mortgage Document Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for the mortgage documents associated with my loan application (Loan Number: [Insert Loan Number]). As of today, I have not yet received the required documents.

It is essential for the timely processing of my application that I receive these documents at your earliest convenience. If there are any issues or additional information needed from my side, please feel free to reach out.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]