

Mortgage Documentation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am a first-time homebuyer in the process of obtaining a mortgage, and I kindly request documentation necessary to proceed with my application.

Specifically, I would appreciate receiving the following documents:

- Loan Estimate
- Pre-approval letter
- List of required documentation from my side

Thank you for your assistance as I navigate through this process. I look forward to your prompt response.

Sincerely,

[Your Name]