

Request for Mortgage Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the necessary documentation for my mortgage pre-approval process. As I am preparing to move forward with purchasing a home, I would appreciate your assistance in providing the following documentation:

- Proof of income
- Credit report
- Bank statements
- Employment verification
- Tax returns for the last two years

Thank you for your prompt attention to this matter. Please let me know if you require any additional information. I look forward to your response so we can expedite the pre-approval process.

Best regards,

[Your Name]