

Mortgage Documentation Request

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request updated financial statements as part of your mortgage documentation. To ensure your application is processed smoothly, we kindly ask you to provide the following documents:

- Current bank statements for the last three months
- Recent pay stubs
- Tax returns for the last two years
- Any additional documentation that reflects changes in your financial situation

Please send the requested documents to us by [Insert Deadline]. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]