

Request for Additional Documentation

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Subject: Request for Additional Documentation for Mortgage Application

Dear [Borrower's Name],

We hope this message finds you well. We are currently in the process of reviewing your mortgage application for the property located at [Property Address]. To proceed further, we kindly request additional documentation to complete our assessment.

Please provide the following documents:

- [Document 1: e.g., Recent Pay Stubs]
- [Document 2: e.g., Bank Statements for the last two months]
- [Document 3: e.g., Copies of W-2 Forms for the last two years]

We appreciate your prompt attention to this matter. Please send the requested documents by [Due Date] to avoid any delays in the processing of your application.

If you have any questions or need further assistance, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]