

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit the updated documentation required for my mortgage application for the property located at [Property Address].

Enclosed please find the following documents:

- [List of documents: e.g., Updated income verification, tax returns, etc.]
- [Document 2]
- [Document 3]

Please review the enclosed documents and let me know if you require any further information or additional documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]