

Mortgage Pre-Approval Document Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the necessary documentation to proceed with my mortgage pre-approval process. I am eager to explore my options and secure a suitable mortgage for my future home.

To facilitate this process, I kindly ask for the following documents:

- Proof of income (recent pay stubs or tax returns)
- Credit report
- Bank statements (last two months)
- Identification (driver's license or passport)

Please let me know if there are additional documents I should provide or if there are specific forms you require. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]