

# Pre-Approval Mortgage Application Process Reminder

Dear [Applicant's Name],

We hope this message finds you well. As part of your mortgage application process with us, we wanted to provide a friendly reminder regarding the pending pre-approval status of your application.

To proceed, please ensure that the following documents are submitted:

- Completed mortgage application form
- Proof of income (pay stubs, tax returns)
- Credit report authorization
- Bank statements for the last three months
- Employment verification letter

If you have any questions or need assistance with the documentation, please don't hesitate to reach out to us at [Contact Information]. We are here to help!

Thank you for choosing [Your Company Name] for your mortgage needs. We look forward to assisting you further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]