

Home Loan Processing Notification

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We are pleased to inform you that we are in the process of reviewing your application for a home loan with [Lender's Name]. To ensure a smooth processing of your application, we kindly request that you provide the following essential paperwork:

- Completed Loan Application Form
- Proof of Income (Pay stubs, W2s, or Tax returns)
- Credit History Consent Form
- Proof of Identity (Driver's License or Passport)
- Bank Statements for the last three months
- Employment Verification Letter
- Property Purchase Agreement

Please submit the requested documents by [Insert Deadline Date] to avoid any delays in processing your loan application. If you have any questions or require assistance, feel free to contact us at [Lender's Phone Number] or [Lender's Email Address].

Thank you for choosing [Lender's Name] for your home financing needs. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Lender's Name]

[Lender's Address]