

Dear [Applicant's Name],

Thank you for submitting your loan application to [Non-Profit Organization Name]. We appreciate your commitment to [brief description of purpose].

To proceed with your application, we require some additional information:

- **Document 1:** [Description]
- **Document 2:** [Description]
- **Document 3:** [Description]

Please send the requested information to us by [deadline date] to ensure timely processing of your application.

If you have any questions, feel free to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Contact Information]