

Request for Supporting Documents

Date: [Insert Date]

To: [Insert Non-Profit Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Insert Non-Profit Contact Name],

We hope this message finds you well. As part of the processing of your loan application with [Insert Lender's Name], we kindly request additional supporting documents to assist in our review.

Please provide the following documents:

- Latest financial statements (income statement, balance sheet).
- Budget for the current fiscal year.
- Proof of non-profit status (IRS determination letter).
- List of board members and their affiliations.
- Any recent grant letters or funding commitments.

We appreciate your prompt attention to this request, as it will help expedite the review process. Please send the requested documents by [Insert Deadline Date] to ensure we stay on track with the loan application timeline.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Organization Name]

[Insert Organization Address]

[Insert Organization Phone Number]