

Letter of Documentation Submission

Date: [Insert Date]

To: [Loan Officer's Name]

[Bank/Institution's Name]

[Bank/Institution's Address]

Dear [Loan Officer's Name],

I am writing to formally submit the necessary documentation for my loan request as a community service worker. I appreciate your consideration of my application and am providing the following documents for your review:

- Completed Loan Application Form
- Proof of Employment as a Community Service Worker
- Income Verification Documents
- Bank Statements for the Past Three Months
- Any Other Relevant Documentation

Please let me know if you require any additional information or further documentation to process my request. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]