

Financial Documentation Checklist

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

In order to process your mortgage application efficiently, please provide the following financial documentation:

- Proof of Income (e.g., recent pay stubs)
- Tax Returns (last two years)
- Bank Statements (last three months)
- W-2 Forms (last two years)
- Employment Verification Letter
- Credit Report Authorization
- List of Assets and Liabilities

Please ensure that all documentation is complete and submitted by [Insert Deadline]. If you have any questions or need further assistance, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]