

# Loan Underwriting Assessment - Pending Documentation Request

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that your loan application is currently under review. As part of the underwriting process, we require additional documentation to proceed.

## Required Documentation:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]

Please submit the requested documents by [due date] to avoid any delays in the processing of your application. You can send the documents via email to [email address] or upload them through our secure portal at [portal link].

Should you have any questions or need further assistance, feel free to reach out to us at [contact number] or [contact email].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Company Contact Information]