

Cash-Out Refinance Documentation Required

Date: [Insert Date]

To: [Insert Borrower's Name]

Address: [Insert Borrower's Address]

Dear [Borrower's Name],

Thank you for choosing [Your Company Name] for your cash-out refinance. To proceed with your application, we require the following documentation:

- Proof of Income (e.g., recent pay stubs, tax returns)
- Current Mortgage Statement
- Homeowners Insurance Declaration Page
- Property Tax Statements
- Credit Report Authorization
- Identification (e.g., driver's license or passport)
- Any additional documentation as requested by your loan officer

Please ensure that all documents are submitted by [Insert Deadline] to avoid any delays in processing your refinance. You can submit the documents via email at [Insert Email Address] or fax to [Insert Fax Number].

If you have any questions, feel free to contact us at [Insert Phone Number].

Thank you for your prompt attention to this matter. We look forward to assisting you with your refinance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]