

Loan Documentation Delivery Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that the documentation required for your loan application has been successfully prepared and is enclosed with this letter. Please find the following documents included:

- Loan Agreement
- Repayment Schedule
- Credit Assessment Report
- Disclosure Statement

We kindly request you to review these documents carefully. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for choosing [Your Company Name]. We look forward to assisting you further.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]