

# Loan Documentation Transmission Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your loan documentation is ready for transmission. Enclosed/Attached you will find the necessary documents pertaining to your loan application.

Please review the documents carefully. Should you have any questions or require further information, do not hesitate to contact us at [Your Contact Information].

Thank you for choosing our services. We look forward to assisting you further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]