

Loan Record Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit the records pertaining to my loan application under the reference number [Insert Loan Reference Number]. It includes all relevant documents and information as required.

Attached to this letter, you will find the following documents:

- Loan Application Form
- Income Verification
- Credit Report
- Identification Proof
- Any Other Relevant Document

If you require any further information or have additional forms that need to be completed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]