

Utility Loan Application Additional Information Request

Date: [Insert Date]

To,

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you that we have received your utility loan application submitted on [insert submission date]. After reviewing your application, we require additional information to proceed with the evaluation.

Please provide the following details at your earliest convenience:

- [Specify the additional information needed, e.g., proof of income, utility bills, etc.]
- [Specify any other documents or information required]

We appreciate your prompt attention to this matter and look forward to receiving the requested information by [insert deadline]. Should you have any questions or need further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Company Phone Number]

[Your Company Email]