

Loan Package Readiness Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm that your loan package is now ready for review. The following documents have been prepared and are included:

- Loan Application Form
- Credit Report
- Proof of Income
- Bank Statements
- Property Documentation

Please review the attached documents and let us know if you have any questions or require additional information. We look forward to moving forward with your loan application.

Thank you for choosing us for your financing needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]