Loan Processing Documentation Review

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you that we have completed our initial review of the documentation submitted for your loan application. After careful consideration, we would like to provide you with an update on the status of your application.

Documents reviewed:

- [Document 1]
- [Document 2]
- [Document 3]

Our review identified the following items that require your attention:

1. [Issue 1]
2. [Issue 2]
3. [Issue 3]

Please provide the requested documentation by [Insert Deadline] to ensure that your loan application continues to progress smoothly.

Thank you for your cooperation. If you have any questions, do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]