

Hello <Salutation>,

By now you should have received information from our office that included your completed application, a credit report, loan disclosures, and a list of financial documents that are needed in order to complete your loan approval. Please remember that *it is okay* to make corrections to the application and disclosures that you receive. All corrections will be reflected on your final paperwork at closing.

If you have not received this information please notify me as soon as possible at <MY:b-Office Ph>, toll free at <MY:b-Other Ph> or at <MY:b-Email>.

The information in the package referenced above has been completed for you, as much as possible, to reduce the amount of time and energy required of you. Your assistance is needed with the following:

- Review the enclosed four page application and write in corrections if needed
- Complete and/or sign highlighted areas
- Gather and return documents that are outlined

If you have any questions regarding the documents requested, please call or e-mail so that I can clarify or discuss alternative forms of documentation. It is very important to return this information (signed application, disclosures, and financial documents requested) as soon as possible so that we can complete your credit approval and avoid the risk of expiration of your contingent credit approval.

Please call with any questions: <MY:b-Office Ph>

Have a great day,

<MY:Salutation>

<MY:Contact>

<MY:b- Title>

<MY:Company>

<MY:Mailing Address>

<MY:Mailing City>, <MY:Mailing State> <MY:Mailing Zip>

Phone: <MY:b-Office Ph>

Toll Free: <MY:b-Other Ph>

Fax: <MY:b-Office Fax>

Web: <MY:Web Site>

“We are what we repeatedly do. Excellence then, is not an act but a habit.”

-Aristotle