

Hello <Salutation>,

I want to make sure that I do everything I can to keep your loan approval progressing. As of delivery of today's mail we have not received your supporting financial documents (outlined below). We are currently on hold and unable to proceed any further with your loan approval until we receive the documents listed below. Please take just a moment to let us know when you will be able to forward this information.

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> <Doc 1 Requested>  | <Doc 1 Received>  |
| <input type="checkbox"/> <Doc 2 Requested>  | <Doc 2 Received>  |
| <input type="checkbox"/> <Doc 3 Requested>  | <Doc 3 Received>  |
| <input type="checkbox"/> <Doc 4 Requested>  | <Doc 4 Received>  |
| <input type="checkbox"/> <Doc 5 Requested>  | <Doc 5 Received>  |
| <input type="checkbox"/> <Doc 6 Requested>  | <Doc 6 Received>  |
| <input type="checkbox"/> <Doc 7 Requested>  | <Doc 7 Received>  |
| <input type="checkbox"/> <Doc 8 Requested>  | <Doc 8 Received>  |
| <input type="checkbox"/> <Doc 9 Requested>  | <Doc 9 Received>  |
| <input type="checkbox"/> <Doc 10 Requested> | <Doc 10 Received> |

Please call with any questions or to let me know if your needs have changed with regards to our services for mortgage financing. <MY:b-Office Ph>, <MY:b-Email>

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**