

Hello <Salutation>,

I want to make sure that my team and I are not the cause for any inconvenience to you. We are currently unable to proceed 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.

We certainly respect your busy schedule and hope you do not mind this reminder.

**Documents Needed:**

- |   |                   |
|---|-------------------|
| <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: <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**