

Hello <Salutation>,

I hope this message finds you well. We have not heard from you but we are still standing by for you. Your loan approval process is on hold until we receive the following supporting financial documents.

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 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