

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Mortgage Lender's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent communication regarding my mortgage application. I appreciate your thorough review and the insights you've provided.

In response to your request for additional documentation, I have included the following items:

- [List of Documents Provided]
- [Any Other Relevant Information]

I hope this information meets your requirements and assists in the processing of my application. If you need any further details or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]