

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution Name]
[Institution Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],
I hope this message finds you well. I am writing to formally request the documentation required for my loan application, which I submitted on [Date of Application].

To proceed with the review process, I would appreciate if you could provide me with the following documents:

1. Loan agreement and terms
2. Amortization schedule
3. Interest rate details
4. Any additional documentation pertinent to the loan application

Please let me know if there are any forms I need to fill out or if there is any further information you require from my side. I look forward to your prompt response to facilitate the processing of my loan application. Thank you for your assistance.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]