

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

Dear [Loan Officer's Name],
Subject: Loan Documentation Submission

I hope this message finds you well. I am writing to submit the required documentation for my loan application (Loan Application Number: [insert loan number]).

Please find enclosed the following documents:

1. Completed Loan Application Form
2. Proof of Identity (e.g., Driver's License, Passport)
3. Proof of Income (e.g., recent pay stubs, tax returns)
4. Credit Report Authorization
5. Bank Statements (last two months)
6. Employment Verification Letter
7. [Any additional documents requested or relevant to your application]

I appreciate your assistance and attention to this matter. Should you require any additional information or clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your support.

Sincerely,
[Your Name]