

head>

[Date]

[Borrower Name]

[Spouse or Co-Borrower Name]

[Address Line 1]

[Address Line 2]

Re: Loan Application Number: [Loan Number]

Dear [Borrower Name] and [Spouse/Co-Borrower Name],

This letter is to formally notify you regarding the upcoming appointment for your loan application. Please be advised that the attendance of both the primary borrower and the spouse or co-borrower is mandatory for this meeting.

**Appointment Details:**

- **Date:** [Date of Appointment]
- **Time:** [Time of Appointment]
- **Location:** [Office Address or Virtual Link]

The presence of both parties is required to review and sign legal documentation, verify identities, and finalize the terms of the agreement. Please ensure that both individuals bring a valid form of government-issued photo identification (such as a driver's license or passport) to the appointment.

If either party is unable to attend at the scheduled time, please contact us immediately at [Phone Number] or [Email Address] to reschedule. Failure for both parties to attend may result in a delay in the processing or approval of your application.

Thank you for your cooperation.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Contact Information]