

Date: [Insert Date]

To: [Loan Officer Name/Underwriting Department]

Company: [Lender/Bank Name]

Loan Number: [Insert Loan Number]

Subject: Submission of Missing Bank Statement for Closing Process

Dear [Recipient Name],

Regarding the closing process for the property located at [Property Address], I am submitting the missing documentation requested for my loan application.

Attached to this letter, please find the following bank statement(s):

- Bank Name: [Insert Bank Name]
- Account Number (Last 4 digits): [Insert Digits]
- Statement Period: [Start Date] to [End Date]

This statement is being provided to verify [Reason, e.g., source of funds, recent deposits, or updated balance].

Please let me know if any further information is required to move forward with the final approval and closing.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]