[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Notification of Underwriting Status - Pending Approval

Dear [Applicant Name],

Thank you for submitting your application for [Type of Application/Loan/Policy Number].

We are writing to inform you that your application is currently in a **Pending** status. Our underwriting department has completed an initial review; however, additional information or documentation is required before a final decision can be reached.

To move forward with the approval process, please provide the following:

- [Required Document/Information 1]
- [Required Document/Information 2]
- [Required Document/Information 3]

Please submit these items by [Deadline Date] to ensure your application remains active. You may send these documents via [Email Address/Upload Portal/Fax Number].

Once we receive the requested information, the final review typically takes [Number] business days. We will notify you immediately once a final determination has been made.

If you have any questions regarding this request, please contact your representative, [Representative Name], at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Company Name]