

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

Your application for «community» is pending the following information:

- \_\_\_\_\_ Copies of Social Security Cards for you and your family members
- \_\_\_\_\_ Proof of your income (copies of pay stubs for the last 6 weeks)
- \_\_\_\_\_ A copy of your most recent bank statement(s). [you noted you have a checking and/or a savings account but did not list the name and address of the bank]

Please provide the information listed above so we can continue processing your application.

If you have any questions or problems, please call me.

Sincerely,

«rental\_agent»