

Your Company Name
Your Name
Address
City, State Zip

Dear <customer name>:

Congratulations on getting started with your loan and entering a new beginning. I have taken the liberty to fill out all of the enclosed forms to make the process seamless. Please call me when you receive this package. My direct line is 000-000-0000.

I know this may look like a lot of work, but if you spend the next hour gathering what I need, it can equate to years of benefits for you and your family. The following is what I need you to gather for me.

- 12 month trustee payment history
- Payoff letter for your Chapter 13 Bankruptcy
- Most recent statement(s) on any mortgages
- BK – 13 papers for initial filing (**all pages**)
- 2 most recent pay stubs
- Last 2 years of W-2's
- 2 most recent months of bank statements (**all pages**)
- Owners title policy (schedule A & B)
- Survey (map of your home)
- Homeowner's Insurance Policy (name and number of your agent)
- Copy of your drivers license and social security cards

Again, I would like to speak with you while you are gathering this information. So please call me upon receipt of this package. For your convenience, I have included a return overnight in this envelope. You can simply call 1-800 CALL-DHL to schedule the pick up at your home.

Again, thanks you for placing your trust in me to assist you I obtaining this loan.

Regards,

Your Name
Title