

REVISION

Dear Ms. Fratelli:

To process your loan, we need a completed application as soon as possible. Please send the completed form to the loan processor along with copies of the following two documents:

- Your last two years' tax returns
- Your most recent pay stubs

On the application form, please complete the following items:

- Describe the purpose of the loan and enter the amount requested.
- List the balances on your bank accounts (Item 4A). Enter the name and address of the institution and the account number. List any certificates of deposit, stocks, etc., as shown (4B, 4C, and 4D).
- If you have been at your current job for less than two years, enter the name and address of your previous employers (6C). Include an explanation of any gap in employment during the past ten years.
- Enter the name and address of the lender who holds your second deed of trust (12A).
- List the current balances on all your credit cards (16B), outstanding loans (16C), and automobile loans (16D).
- Sign and date the form (Item 23).

Please let me know if you have questions.

Sincerely,

Leslie Tan

Email example taken from Natasha Terk's *Effective Email: Concise, Clear Writing to Advance Your Business Needs*