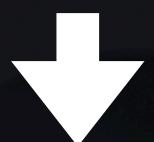
Use "we" to refer to your department

Loan applications will be reviewed to ensure that procedures have been followed.

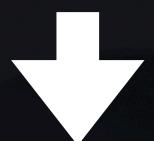


We review your loan application to ensure that you followed our procedures.

3. How to write in plain language

Use active voice

It is recommended that the form be filled out on your phone.



We recommend you fill out the form on your phone.