



**Application ID:**

A-1234567

July 27, 2018

RE: Incomplete loan application reminder

Dear Alissa,

Thank you for starting a loan application with us at our **Belmont, CA branch (123 Main Street)** on 7/12/2018.

At this point, your application is still incomplete, and it has been 15 days since the last activity on the application. If you would still like your loan application to be considered for approval, we would like to remind you to take the following actions:

- Bring the following document(s) and/or information to the branch location: Government Issued Photo ID, Proof of Address
- Call us toll free at (888) 888-8888 to complete a brief questionnaire

Should you choose to take no further actions, your pending loan application will expire on 8/16/2018. If you have any question, please feel free to contact our support team at (800) 555-5555 or visit your local branch.

Sincerely,

Sarah Sandifer  
Infinity Credit Union