Mr Morrison

Manchester

Dear Sir:

This refers to your letter applying for mortgage against the original loan you obtained for your home 3 years ago and that you were unable to repay the installments owing to financial difficulties.

We have scrutinized your application and we are convinced of the genuineness of your application and hence we are in a position to provisionally accept your application.

Before we could approve the mortgage, we need the following documents for verification. Hence, please provide income tax records, your employment history, rental history, credit report, bank statements, any legal problem and the amount of loan taken.

On receipt of the aforesaid documents verifying the same, we shall let you know the procedure to be followed. Usually, you should be able to hear from within 7 working days from the date of submission of the aforesaid documents.

Thank you,

Very truly yours,

Brilliant Mortgaging Co.