

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Co-Borrower Name]
[Property Address]
[City, State, Zip Code]

RE: Acknowledgment of Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for loss mitigation assistance on [Date Application Received]. This letter serves as formal acknowledgment of your request to explore options to avoid foreclosure.

Application Status:

[] Your application is **complete**. We will now begin a formal review to determine your eligibility for available loss mitigation options. You can expect a decision within 30 days.

[] Your application is **incomplete**. We require the following additional documents to process your request:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

Please submit the missing documentation by [Due Date] to ensure your application remains active. If we do not receive these items by the deadline, we may be unable to evaluate you for assistance.

While your application is under review, we recommend that you continue to stay in contact with us. Please note that submitting an application does not automatically stop a foreclosure process unless specifically stated by your loan servicer under federal or state guidelines.

If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Name/Department]
[Company Name]