

[Date]

[Borrower Name]

[Property Address]

[City, State, Zip Code]

[Loan Number]

RE: INCOMPLETE LOSS MITIGATION APPLICATION

Dear [Borrower Name],

We have received your request for loss mitigation assistance. However, after reviewing your submission, we have determined that your application is incomplete. We cannot process your request for a loan modification or other foreclosure alternatives until the following missing information or documents are provided:

- [List missing item 1, e.g., Signed Tax Returns]
- [List missing item 2, e.g., Most recent 30 days of pay stubs]
- [List missing item 3, e.g., Hardship Letter]
- [List missing item 4, e.g., Bank Statements for the last two months]

Please submit the requested documentation by **[Submission Deadline Date]**. You may send these documents via:

Mail: [Company Name, Address, City, State, Zip]

Fax: [Fax Number]

Online Portal: [URL if applicable]

Failure to provide the requested information by the deadline may result in the denial of your application and the continuation of the foreclosure process.

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

Sincerely,

[Name/Department]

[Company Name]