

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

[Date]

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

RE: Loan Number: [Loan Number]

Dear [Borrower Name],

We received your initial application for loss mitigation assistance on [Date Received]. We are writing to acknowledge receipt of your request and to inform you of the status of your application.

Status of Your Application:

[] Your application is **complete**. We will now review your file to determine your eligibility for available foreclosure prevention options. We expect to provide you with a decision by [Date].

[] Your application is **incomplete**. We cannot process your request until the following missing documents or information are provided:

- [List missing document 1]
- [List missing document 2]
- [List missing document 3]

Please submit the missing items listed above by [Deadline Date] to ensure your application remains active. If we do not receive these items by this date, your request for assistance may be denied.

Next Steps:

While we review your application, please continue to communicate with us regarding any changes in your financial situation. Please note that submitting an application does not automatically stop the foreclosure process, although certain protections may apply depending on your loan type and the timing of your submission.

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

Sincerely,

[Sender Name/Department]

[Company Name]