

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Re: Mortgage Loan Application Status Update

Application Number: [Application Reference Number]
Property Address: [Subject Property Address]

Dear [Applicant Name],

Thank you for contacting us regarding the status of your mortgage loan application. We appreciate your patience during the review process.

Your application is currently in the following stage: **[Insert Status: e.g., Underwriting / Processing / Conditionally Approved]**.

Current Status Details:

- **Status Date:** [Date of last update]
- **Next Steps:** [Briefly describe next step, e.g., Appraisal review or Final verification]
- **Estimated Completion:** [Estimated timeframe]

To move forward with your application, we require the following additional documentation:

- [Item 1: e.g., Updated pay stubs]
- [Item 2: e.g., Proof of homeowners insurance]
- [Item 3: e.g., Letter of explanation for recent deposits]

Please provide these documents by [Deadline Date] to avoid any delays in your closing schedule. You may upload these directly to our secure portal or reply to this email.

If you have any questions or would like to discuss this further, please contact your Loan Officer, [Loan Officer Name], at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Title]
[Lender Name]