

[Company Letterhead]

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Inadequate Documentation - Loan Number: [Loan Number]

Dear [Borrower Name],

We have received and reviewed your request for a commercial loan modification due to financial hardship. At this time, we are unable to process your request because the documentation provided is insufficient to substantiate the claimed hardship.

Specifically, your application is missing or contains inadequate proof regarding the following:

- [List specific missing item, e.g., Current Year-to-Date Profit and Loss Statement]
- [List specific missing item, e.g., Filed Tax Returns for the last two years]
- [List specific missing item, e.g., Detailed written explanation of hardship event]
- [List specific missing item, e.g., Bank statements for the last 3 months]

To continue the evaluation of your request, please submit the missing documentation listed above by [Insert Date]. Failure to provide this information by the specified deadline will result in the formal rejection of your hardship application and the file will be closed.

Please note that until a formal modification agreement is signed by both parties, all original terms of your Promissory Note and Security Agreement remain in full force and effect. You are expected to continue making all scheduled payments.

If you have any questions regarding this request, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Financial Institution Name]