

Date: [Insert Date]

To: [Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Missing Documentation - First-Time Homebuyer Mortgage Discount

Dear [Borrower Name],

Thank you for choosing [Lender Name] for your home mortgage. We are currently reviewing your application for the First-Time Homebuyer Mortgage Discount.

To finalize your eligibility for this discount, we require the following missing documentation:

- [Insert Missing Document, e.g., Certificate of Completion for Homebuyer Education Course]
- [Insert Missing Document, e.g., Signed First-Time Homebuyer Affidavit]
- [Insert Missing Document, e.g., Past 3 years of Federal Tax Returns]

Please submit these documents by [Insert Due Date] to ensure there are no delays in your loan processing or the application of your discount.

You may submit these documents via our secure online portal, by email at [Insert Email Address], or in person at our local branch.

If you have any questions regarding these requirements, please contact me directly at [Insert Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Lender Name]