

Date: [Insert Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Acknowledgment of Mortgage Application - [Application Number]

Dear [Applicant Name],

Thank you for choosing [Company Name] for your home financing needs. We are pleased to confirm that we have received your initial mortgage application submitted on [Submission Date].

Our underwriting team is currently reviewing your information. To proceed with the processing of your loan, we may require additional documentation such as:

- Recent pay stubs and W-2 forms
- Bank statements for the last two months
- Tax returns from the previous two years
- Proof of identity (Driver's License or Passport)

Your dedicated Loan Officer, [Loan Officer Name], will contact you within [Number] business days to discuss the next steps and any specific items needed to complete your file.

If you have any immediate questions, please feel free to reach out to us at [Phone Number] or via email at [Email Address].

We look forward to working with you.

Sincerely,

[Loan Officer Name/Department Name]

[Company Name]

[NMLS Number, if applicable]