

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Application Number: [Insert Application Number]

Property Address: [Insert Property Address]

Dear [Insert Applicant Name],

Thank you for submitting your mortgage application. Upon reviewing your file, we have determined that we require additional information to complete the processing of your request.

To move forward with your application, please provide the following missing items:

- [Insert Missing Document/Information 1]
- [Insert Missing Document/Information 2]
- [Insert Missing Document/Information 3]

Please submit these items by **[Insert Deadline Date]**. If we do not receive the requested information by this date, we will be unable to continue processing your application, and it may be closed due to incompleteness.

You may submit these documents via [Insert Method: Email/Online Portal/Mail].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]