

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

**Date:** [Date]

**RE: Notice of Underwriting Suspension**

**Borrower(s):** [Borrower Name(s)]  
**Property Address:** [Property Address]  
**FHA Case Number:** [Case Number]  
**Application Number:** [Loan Number]

Dear [Borrower Name],

Thank you for choosing [Lender Name] for your FHA mortgage financing. We have completed an initial review of your loan application and supporting documentation.

At this time, we are unable to proceed with a final underwriting decision, and your file has been placed in **Suspense**. To continue processing your application, the following items or clarifications are required:

- [Required Item 1]
- [Required Item 2]
- [Required Item 3]
- [Required Item 4]

Please provide the requested documentation by [Due Date] to ensure your application remains active. Once these items are received and verified, we will resume the underwriting review process.

If you have any questions or need assistance obtaining these documents, please contact your Loan Officer, [Officer Name], at [Officer Phone] or [Officer Email].

Sincerely,

[Underwriter Name/Signature]  
Underwriting Department  
[Lender Name]