

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Mortgage Loan Application - [Application Number]

Dear [Applicant Name],

Thank you for your interest in a mortgage loan with [Financial Institution Name].

We are writing to inform you that we are unable to process your mortgage application at this time because your application is incomplete. Despite our previous request(s) for additional information, we have not received the following required documentation:

- [Missing Document 1]
- [Missing Document 2]
- [Missing Document 3]

As a result, we have closed your file. If you are still interested in obtaining a mortgage, you are welcome to submit a new application with all the necessary documentation included.

If you have any questions regarding this notice, please contact our loan processing department at [Phone Number] or [Email Address].

Sincerely,

[Officer Name]

[Title]

[Financial Institution Name]