

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

**Subject: FINAL NOTICE: Outstanding Bank Statements for Mortgage Application
#[Application Number]**

Dear [Applicant Name],

We are contacting you regarding your mortgage application. Despite our previous requests on [Date of First Request] and [Date of Second Request], we have not yet received the required bank statements for the following accounts:

- [Bank Name] - Account ending in [Last 4 Digits]
- [Bank Name] - Account ending in [Last 4 Digits]

Please be advised that these documents are essential for the final underwriting process. Without them, we are unable to verify your financial information and proceed with your loan approval.

This is your final notice. If the requested documents are not uploaded to our portal or delivered to our office by [Deadline Date/Time], we will be forced to mark your application as incomplete and close the file.

If your application is closed, you may be required to re-apply and pay new appraisal or application fees at current market interest rates.

If you have already sent these documents within the last 24 hours, please disregard this notice.

Sincerely,

[Your Name]
[Your Title]
[Phone Number]
[Email Address]