

[Current Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Urgent - Missing Documentation for Mortgage Application #[Application Number]

Dear [Applicant Name],

We are currently reviewing your mortgage application. Upon auditing your file, we noticed that the following bank statements are missing or incomplete:

- [Bank Name] - Account ending in [Last 4 Digits] - [Month/Year]
- [Bank Name] - Account ending in [Last 4 Digits] - [Month/Year]

To ensure we meet your scheduled closing date, please provide these documents as soon as possible. Please ensure that the statements meet the following criteria:

- Provide all pages of the statement (e.g., Page 1 of 6 through Page 6 of 6), even if the last page is blank.
- The statements must clearly show your full name and account number.
- The documents must be in a PDF format or original mailed copies; we cannot accept editable spreadsheets or screenshots.

You can submit these documents via our secure online portal, by email to [Email Address], or in person at our branch.

If you have any questions regarding this request, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]

[Company Name]

[Phone Number]

[NMLS ID Number]