

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Mortgage Application Status - Action Required: Missing Documentation

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home mortgage needs. We are currently reviewing your application for [Loan Number].

Upon reviewing your file, we have determined that we require additional documentation to move forward with the underwriting process. Specifically, the following items are missing:

- Full bank statements for [Account Number ending in XXXX] for the period of [Start Date] to [End Date].
- Full bank statements for [Account Number ending in XXXX] for the period of [Start Date] to [End Date].

Please ensure that the statements provided are complete, including all pages (e.g., page 1 of 6), even if the final pages are blank.

To avoid delays in your loan approval, please upload these documents to our secure portal at [Link] or send them via email to [Email Address] by [Due Date].

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

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]