

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Mortgage Application Number: [Application Number]

Dear [Borrower Name],

We are currently processing your mortgage application. Upon reviewing your file, we noticed that we are still missing the following documentation required to proceed:

- **Bank Statements:** [Specify Month/Year, e.g., Last 2 months] for all accounts listed on your application.

Please ensure that the statements provided are complete, including all pages (e.g., page 1 of 6), and clearly show your name, account number, and transaction history.

To avoid any delays in your closing schedule, please upload these documents to our secure portal or email them to [Email Address] by [Due Date].

If you have already submitted these documents, please disregard this notice. If you have any questions, feel free to contact me directly at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]