

Date: [Current Date]

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

Re: Mortgage Loan Application #[Loan Number]

Dear [Borrower Name],

We are currently reviewing your mortgage application. At this time, your file is incomplete as we have been unable to verify your current employment information.

To proceed with your application, we require the following items:

- A completed and signed Request for Verification of Employment (VOE) form.
- Contact information for your Human Resources department or direct supervisor.
- Your two most recent pay stubs.
- [Optional: Additional Requirement]

Please provide these documents by [Deadline Date] to ensure your application remains active. Failure to provide this information may result in the denial of your loan request due to an incomplete application.

You may submit these documents via our secure online portal, by email to [Email Address], or by fax to [Fax Number].

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

Sincerely,

[Loan Officer Name]
[Company Name]
[NMLS Number]