

Date: [Date]

Applicant Name: [Applicant Name]

Application Number: [Application Number]

Property Address: [Property Address]

Dear [Applicant Name],

Thank you for submitting your mortgage application. We are currently processing your request; however, we are unable to proceed at this time because your application is incomplete.

Required Information: Employment Verification

We have been unable to verify your current employment with [Employer Name]. To complete your application, please provide one of the following documents:

- Recent pay stubs covering the last 30 days.
- W-2 forms for the past two years.
- Signed authorization to contact your Human Resources department directly.
- A formal letter from your employer confirming your start date, position, and current salary.

Please submit the missing documentation by [Deadline Date] to ensure your application remains active. Failure to provide this information may result in the denial of your loan request.

Documents can be uploaded via our secure portal, delivered in person, or sent via email to [Email Address].

If you have any questions, please contact your Loan Officer at [Phone Number].

Sincerely,

[Your Name]

[Company Name]

[Phone Number]