

Date: [Date]

Applicant Name: [Applicant Name]

Application Number: [Application Number]

Property Address: [Property Address]

Subject: ACTION REQUIRED: Verification of Employment

Dear [Applicant Name],

We are currently processing your mortgage application. During our review, we were unable to complete the required verification of your employment with [Employer Name].

To continue processing your loan request, please provide one or more of the following documents within [Number] business days:

- Most recent pay stubs covering a 30-day period.
- W-2 forms for the last two years.
- A signed letter from your employer's Human Resources department confirming your start date, position, and current salary.
- Contact information for a specific representative at your company authorized to verify employment.

Failure to provide this information may result in the delay or denial of your application. You can submit these documents via our secure portal or by replying directly to this email.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]