

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Mortgage Application - Missing Employment Information

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your mortgage needs. We have received your application for a mortgage loan; however, we are unable to proceed with the processing at this time because your employment information is incomplete.

To continue with your application, please provide the following missing details:

- [Current Employer Name and Address]
- [Position/Job Title]
- [Length of Employment]
- [Most recent pay stubs covering the last 30 days]
- [W-2 forms for the past two years]
- [Contact information for HR/Payroll verification]

Please submit these documents by [Due Date] to ensure your application remains active. You may send them via our secure online portal, by email to [Email Address], or by mail to the address listed above.

Once we receive this information, we will resume the review of your loan request. If you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]