

**Date:** [Insert Date]

**Applicant Name:** [Insert Applicant Name]

**Application Number:** [Insert Application Number]

**Subject: Incomplete Mortgage Application - Unverified Employment History**

Dear [Insert Applicant Name],

Thank you for submitting your mortgage application. We are currently reviewing your file; however, we are unable to proceed at this time because your employment history remains unverified.

To move forward with your application, please provide the following missing information or documentation:

- [Insert specific requirement, e.g., Signed Verification of Employment (VOE) form]
- [Insert specific requirement, e.g., Pay stubs for the last 30 days]
- [Insert specific requirement, e.g., Contact details for HR department at previous employer]
- [Insert specific requirement, e.g., Two years of W-2 statements]

Please submit these documents by [Insert Deadline Date] to ensure your application remains active. You may upload these files through our secure portal or email them directly to your loan officer.

If you have any questions regarding these requirements, please contact us at [Insert Phone Number].

Sincerely,

[Insert Name]

[Insert Job Title]

[Insert Company Name]