

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Application Status - Missing Signatures on Initial Disclosures

Dear [Applicant Name],

Thank you for submitting your application regarding [Loan/Account Number].

Upon reviewing your file, we noticed that the Initial Disclosure documents provided to you on [Date Disclosures Sent] were returned unsigned or are missing required signatures. We cannot proceed with the processing of your application until these documents are properly executed.

To move forward, please sign and return the following documents:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

You may submit the signed documents via one of the following methods:

- **Electronic Signature:** Follow the link sent to your email address on file.
- **Mail:** [Insert Mailing Address]
- **In Person:** Visit our branch located at [Insert Address].

Please provide these signed disclosures by [Due Date] to avoid any delays or the potential withdrawal of your application. If you have already sent these documents, please disregard this notice.

If you have any questions or need assistance with the signing process, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]