

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

Re: Loan Application Number: [Application Number]

Dear [Applicant Name],

Thank you for your recent interest in a loan with [Company Name]. We have received your application; however, it is currently incomplete.

To proceed with the processing of your request, we require your signature on the Initial Loan Disclosures provided to you on [Date Disclosures Sent]. As of today, we have not received the signed copies of these documents.

**Action Required:**

Please review, sign, and return the Initial Loan Disclosure package by [Deadline Date]. You may submit these via [Electronic Portal/Email/Fax/Mail].

Please be advised that if we do not receive the signed disclosures by the date mentioned above, we will be unable to proceed with your request, and your application will be closed for incompleteness.

If you have already sent these documents, please disregard this notice. If you have questions regarding these disclosures or need assistance with the signing process, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer/Department Name]  
[Company Name]  
[Contact Information]