

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Loan Application Number: [Loan Number]

Dear [Loan Officer Name],

This letter is to formally notify you regarding the missing Gift Letter required for the mortgage application of [Borrower Name].

Please find the executed Gift Letter attached to this notice. This document confirms that the funds provided by [Donor Name] in the amount of \$[Amount] are a bona fide gift and that no repayment is expected or implied.

The following supporting documentation is also enclosed:

- Signed Gift Letter
- Evidence of fund transfer (Bank Statement/Wire Confirmation)
- [Additional Document, if applicable]

We request that you update the loan file immediately to ensure there are no delays in the underwriting or closing process. Please confirm receipt of these documents at your earliest convenience.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]