

Date: [Insert Date]

To: [Applicant Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: NOTICE OF MISSING GIFT FUND PROOF OF TRANSFER

Dear [Applicant Name],

We are currently reviewing your mortgage application and the documentation provided regarding your gift funds in the amount of \$[Insert Amount].

At this time, we have received the signed Gift Letter; however, we are missing the required **Proof of Transfer**. To comply with underwriting guidelines, please provide one of the following documents as soon as possible:

- A copy of the donor's withdrawal slip or cancelled check.
- A copy of the wire transfer confirmation.
- Your updated bank statement showing the deposit of the specific gift amount.
- Proof of a certified check or bank check issued from the donor's account.

Please submit these documents by [Insert Deadline Date] to avoid delays in your loan approval or scheduled closing date.

If you have already sent this information or have any questions, please contact your Loan Officer at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]