

[Date]

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

Re: Loan Application Number: [Loan Number]

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your home mortgage needs. We are currently reviewing your application for the property located at [Property Address].

At this time, your application is pending and cannot proceed to final approval because we have not yet received the completed **Condominium Association Questionnaire**.

To move forward with your loan request, please contact your Homeowners Association (HOA) or Property Management Company to ensure this document is completed and returned to our underwriting department. Please note that many associations charge a fee for this service, which is the responsibility of the applicant or seller.

Please submit the missing document via one of the following methods:

- Email: [Email Address]
- Fax: [Fax Number]
- Online Portal: [Link to Upload Portal]

If we do not receive this documentation by [Deadline Date], your application may be withdrawn or denied due to incompleteness. If you have already requested this document, please disregard this notice.

Should you have any questions, please contact your Loan Officer at [Phone Number].

Sincerely,

[Loan Officer Name]
[Lender Name]
[Phone Number]