

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: Notice of Incomplete Loan Application - [Loan Application Number]**

Dear [Borrower Name],

Thank you for choosing [Lending Institution Name] for your mortgage needs. We have received your application for a loan regarding the property located at [Condominium Address].

Upon initial review of your file, we have determined that your application is currently incomplete. To proceed with the underwriting process, we require the following missing condominium-related documentation:

- Completed Condominium Questionnaire (Full or Limited)
- Current Master Insurance Policy / Evidence of Insurance
- Homeowners Association (HOA) Budget for the current fiscal year
- Recorded Covenants, Conditions, and Restrictions (CC&Rs)
- [Insert any other missing document here]

Please provide these documents at your earliest convenience. You may submit them via our secure online portal, by email to [Email Address], or by fax to [Fax Number].

Please be advised that we cannot make a final decision on your loan request until these items are received. If we do not receive the requested information by [Deadline Date], your application may be withdrawn from consideration.

If you have any questions regarding these requirements, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]

[Loan Officer Title]

[Lending Institution Name]