

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Mortgage Application Ref: [Application Number]

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your mortgage needs. We have begun reviewing your application; however, we require additional documentation regarding your marital status and financial obligations to proceed with the underwriting process.

Please provide clear copies of the following documents:

- **Final Divorce Decree:** A complete, court-stamped copy of the final judgment signed by the judge.
- **Separation Agreement:** The full executed agreement detailing the division of assets and liabilities (if applicable).
- **Alimony/Child Support Orders:** Documentation confirming the amount, duration, and frequency of any payments received or paid.

Please submit these documents by [Due Date] to avoid any delays in your closing schedule. You may upload them through our secure portal, email them to [Email Address], or deliver them to our office.

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

Sincerely,

[Loan Officer Name]

[Title]

[Lender Name]