

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Loan Officer Name]
[Mortgage Company Name]
[Company Address]
[City, State, Zip Code]

Re: Mortgage Application Case Number: [Your Case/Application Number]

Dear [Loan Officer Name],

I am writing to formally notify you regarding the missing documentation requested for my mortgage application, specifically my Final Divorce Decree.

Currently, I am unable to provide the complete decree due to the following reason:

[Insert reason, e.g., The court has not yet finalized the judgment / I have requested a certified copy from the county clerk and am awaiting its arrival / The document is currently being retrieved from archives].

I expect to receive and forward the document to you by [Expected Date].

In the meantime, I have attached [Alternative Document, e.g., a copy of the filing receipt or a letter from my attorney] to confirm that the proceedings are in order. Please let me know if this suffice for the current stage of processing or if further clarification is needed.

Thank you for your patience and assistance with my application.

Sincerely,

[Your Signature]

[Your Printed Name]