

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Loan Number: [Insert Loan Number]

Subject: ACTION REQUIRED - Incomplete Schedule of Real Estate Owned (REO)

Dear [Insert Borrower Name],

We are currently processing your application. Upon review of your submitted documents, we found that the Schedule of Real Estate Owned (REO) is incomplete or contains missing information.

To move forward with your request, please provide the following missing details for each property owned:

- Current Property Market Value
- Amount of Outstanding Mortgages/Liens
- Gross Rental Income (if applicable)
- Monthly Mortgage Payments (Principal and Interest)
- Taxes, Insurance, and Association Dues
- Status of the Property (Sold, Pending Sale, or Rental)

Please update the attached form or provide a revised schedule by [Insert Deadline Date]. Failure to provide this information may result in a delay or denial of your application.

You may submit the completed documentation via [Insert Submission Method, e.g., Online Portal/Email/Fax].

If you have any questions regarding this request, please contact us at [Insert Phone Number].

Sincerely,

[Insert Name/Department]

[Insert Company Name]