

Date: [Insert Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Application - Missing Schedule of Real Estate Owned (REO)

Dear [Applicant Name],

Thank you for submitting your application for [Insert Loan Type/Account Type].

Upon reviewing your file, we found that your application is currently incomplete. We require the following documentation to proceed with the processing of your request:

- **Schedule of Real Estate Owned (REO):** Please provide a detailed list of all properties currently owned. This should include the property address, current market value, mortgage balance, monthly mortgage payment, and gross rental income (if applicable).

Please submit the requested document by [Insert Deadline Date] to avoid any further delays or the potential withdrawal of your application. You may send this information via [Insert Submission Method: Email/Portal/Mail].

If you have any questions or need assistance completing the schedule, please contact us at [Insert Phone Number].

Sincerely,

[Your Name/Department]

[Company Name]