

Date: [Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: NOTICE OF INCOMPLETE REAL ESTATE OWNED (REO) SCHEDULE

Dear [Borrower Name],

We are currently reviewing your application for [Loan Number/Application Reference]. Upon review of the documentation provided, we have found that the Real Estate Owned (REO) Schedule is incomplete or missing required information.

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

- Property Address (including City, State, and Zip)
- Current Market Value
- Status of Property (Rental, Primary, Secondary, or Vacant)
- Amount of Mortgages/Liens
- Gross Monthly Rental Income (if applicable)
- Monthly Mortgage Payment (Principal, Interest, Taxes, and Insurance)

Please submit the updated REO Schedule to our office by [Deadline Date] to avoid any delays in processing your file. You may submit this information via [Email Address/Online Portal/Fax].

If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Sender Name]
[Title]
[Company Name]