

Date: [Date]

Loan Number: [Loan Number]

Borrower(s): [Borrower Name(s)]

Subject Property: [Property Address]

RE: NOTICE OF SUSPENDED FILE - INCOMPLETE SCHEDULE OF REAL ESTATE OWNED

Dear [Borrower Name],

Thank you for your recent mortgage application. Upon reviewing your file, we have determined that your application is currently incomplete. As a result, your file has been placed in a suspended status.

To proceed with the underwriting process, we require a fully completed Schedule of Real Estate Owned (REO). The following information or documents are missing for the property/properties listed below:

- [Property Address 1]: [Specific Missing Item e.g., Monthly Rental Income / Mortgage Statement]
- [Property Address 2]: [Specific Missing Item e.g., Insurance Declaration / Tax Bill]
- [Specific Missing Item e.g., Market Value estimate for all listed properties]

Please provide the missing information by [Due Date] to reactivate your file. Failure to receive these documents may result in the denial of your application due to incompleteness.

You may submit the documents via our secure online portal, by email at [Email Address], or by fax at [Fax Number].

If you have any questions, please contact your Loan Officer, [Officer Name], at [Phone Number].

Sincerely,

[Lender Name]
[Department Name]
[Contact Information]