

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Mortgage Application - Action Required

Dear [Applicant Name],

Thank you for submitting your mortgage application dated [Application Date]. We are currently reviewing your file; however, we cannot proceed with the underwriting process because your application is missing required information regarding **Real Estate Owned (REO)**.

To continue processing your request, please provide the following details for all properties you currently own:

- Property Address(es)
- Current Market Value
- Status of the property (Primary, Secondary, or Investment)
- Amount of Mortgages and Liens
- Gross Rental Income (if applicable)
- Monthly Mortgage Payments, Taxes, and Insurance costs

Please submit this information by [Deadline Date] to ensure your application remains active. You may send the documents via [Submission Method, e.g., Secure Portal/Email/Fax].

Failure to provide this information by the date specified may result in the withdrawal or denial of your application due to incompleteness.

If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]

[Title]

[Company Name]