

Date: [Current Date]

To: [Applicant Name]

Address: [Applicant Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Outstanding Real Estate Owned (REO) Schedule

Dear [Applicant Name],

We are currently processing your application for [Loan/Application Type] under reference number [Application Number].

Upon reviewing your file, we noted that the Real Estate Owned (REO) Schedule is currently missing or incomplete. To proceed with your application, we require a detailed schedule of all real estate properties currently owned by you or your entity.

Please provide the following information for each property:

- Property Address
- Property Type (Residential, Commercial, Land, etc.)
- Current Market Value
- Outstanding Mortgage Balance
- Monthly Mortgage Payment
- Gross Rental Income (if applicable)
- Lender Name and Account Number

Please submit this documentation by [Due Date] to avoid any further delays in the processing of your application. You may upload the documents via our secure portal or email them directly to [Email Address].

If you have already submitted this information or have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Contact Information]