

Date: [Date]

Subject: ACTION REQUIRED - Missing Title Insurance Binder for Mortgage Application
#[Application Number]

Dear [Applicant Name],

We are currently processing your mortgage application for the property located at:

[Property Address]

During our final review, we noted that we have not yet received the **Title Insurance Binder** (Title Commitment). This document is a mandatory requirement to proceed with your loan approval and to schedule your closing date.

To avoid any delays in your closing timeline, please take the following actions immediately:

- Contact your title company or attorney to request the Title Binder.
- Ensure the binder lists [Lender Name] as the Proposed Insured.
- Provide the document to our office via [Email Address/Upload Portal] no later than [Due Date].

If you have already requested this document, please check with your title agent to ensure it has been sent to us. If you have questions regarding this requirement, please contact your Loan Officer at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Lender Name]