

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Re: Application Status - [Application/Loan Number]

Dear [Applicant Name],

Thank you for submitting your application regarding [Property Address]. We have reviewed your file and found that it is currently incomplete.

At this time, we are awaiting the **Final Title Policy Documents**. These documents are required before we can proceed with the final approval and closing of your application.

Please coordinate with your title company or legal representative to ensure these documents are forwarded to our office as soon as possible. You may send them via:

- Email: [Email Address]
- Fax: [Fax Number]
- Mail: [Mailing Address]

Once we receive the final title policy, we will resume processing your file. If you have any questions or believe these documents have already been sent, please contact us at [Phone Number].

Sincerely,

[Your Name/Department]
[Your Title]