

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

Subject: Incomplete Mortgage Application - Unexecuted Escrow Amendment

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your mortgage needs. We are currently reviewing your application for [Loan Number].

Upon review of your file, we have determined that your application is incomplete. We require the following document to proceed with the processing of your loan:

- **Unexecuted Escrow Amendment:** A signed and dated copy of the Escrow Amendment is required. The document currently in our file is missing the necessary signatures from all parties involved.

Please provide the executed document by [Due Date] to avoid any delays in your closing schedule. You may submit the document via our secure online portal, by email to [Email Address], or by fax to [Fax Number].

If you have any questions or believe this document has already been submitted, please contact your Loan Officer, [Officer Name], at [Phone Number].

Sincerely,

[Sender Name]
[Title]
[Lender Name]