

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Application for [Property Address/Loan Number]

Dear [Applicant Name],

Thank you for submitting your application regarding the above-referenced matter. Upon review of your file, we have determined that your application is currently incomplete.

The following document is required to proceed with your request:

- **Missing Document:** Title Closing Protection Letter (CPL)

Please provide a valid Closing Protection Letter issued by the title insurance underwriter, naming [Company Name] as the protected party. This document must be specific to the transaction and the closing agent involved.

We are unable to process your application further until this document is received. Please submit the missing item by [Deadline Date] via [Email Address/Fax/Upload Portal].

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Department]

[Company Name]