

Date: [Date]

Applicant Name: [Applicant Name]
Application Number: [Loan Number]
Property Address: [Property Address]

Subject: Notice of Incomplete Mortgage Application

Dear [Applicant Name],

Thank you for choosing [Lender Name] for your mortgage needs. We have received your application; however, it is currently incomplete and cannot be fully processed at this time.

To move forward with your request, we require the following missing documentation:

- **Preliminary Title Commitment:** A formal title report from the title company showing the current legal ownership, property liens, and encumbrances.

Please contact your title agent or attorney to ensure this document is forwarded to our underwriting department. We must receive this document by [Deadline Date] to continue processing your application under the current terms.

Failure to provide this information by the date specified above may result in the withdrawal or denial of your application due to incompleteness.

If you have already requested this document or have any questions, please contact your Loan Officer, [Officer Name], at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Company Name]
[Contact Information]