

[Current Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Outstanding Escrow Instructions - Incomplete Application

Property Address: [Property Address]

Escrow Number: [Escrow Number]

Dear [Applicant Name],

We are writing to inform you that your application regarding the above-referenced escrow remains incomplete. We have received your initial request; however, the following required documents or information are still outstanding:

- [List Missing Item 1]
- [List Missing Item 2]
- [List Missing Item 3]

To process your escrow instructions without further delay, please provide the missing items listed above by [Due Date].

Failure to provide this information may result in the cancellation of your application or a delay in the closing process. You may submit the documents via [Email Address/Physical Address/Online Portal].

If you have already sent these items, please disregard this notice. If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Sender Name]

[Title]

[Company Name]