

Date: [Insert Date]

To: [Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Notice of Document Deficiency - Mortgage Application [Loan Number]

Dear [Borrower Name],

The Title and Escrow department has reviewed your mortgage application for the property located at [Property Address]. At this time, we are unable to proceed with the processing of your file due to missing or incomplete documentation.

Please provide the following outstanding items to ensure your closing remains on schedule:

- [Insert Missing Document 1, e.g., Signed Preliminary Title Report]
- [Insert Missing Document 2, e.g., Valid Government Issued ID]
- [Insert Missing Document 3, e.g., Fully Executed Purchase Agreement]
- [Insert Missing Document 4, e.g., Proof of Homeowners Insurance]

Please submit these documents via [Method of Submission: Email/Portal/Mail] no later than [Due Date] to avoid any delays in your loan funding or closing date.

If you have already submitted these items or if you have any questions regarding this request, please contact your Escrow Officer, [Officer Name], at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
Title and Escrow Department
[Phone Number]