

**Date:** [Current Date]

**Subject:** ACTION REQUIRED: Missing Rent Verification for Mortgage Application

Dear [Applicant Name],

We are currently reviewing your mortgage application for the property located at [Property Address].

Upon reviewing your file, we noted that the **Verification of Rent (VOR)** is still missing. To proceed with your loan approval, we require documentation confirming your rental payment history for the past [Number] months.

Please provide one of the following items as soon as possible:

- Canceled checks (front and back) for the last [Number] months.
- Bank statements clearly showing rent withdrawals.
- A formal reference letter from your professional management company.
- Contact information for your landlord to allow us to send a standard verification form.

**Deadline:** Please submit these documents by [Date] to avoid delays in your closing schedule.

You may upload these documents to our secure portal or reply directly to this email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]