

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Suspension of Application - Missing Housing Verification

Dear [Applicant Name],

Thank you for your recent application for [Type of Application/Program Name].

We are writing to inform you that your application has been placed on **suspended status**. During our review, we determined that your file is incomplete as we have not yet received the required **Verification of Rent or Mortgage**.

To move forward with your application, please provide one of the following documents:

- A completed Rental Verification form signed by your current landlord or property manager.
- Your most recent mortgage statement showing payment history.
- [Insert alternative document if applicable].

Please submit the missing documentation by [Deadline Date] via [Submission Method - e.g., email, portal, or mail].

Failure to provide this information by the date mentioned above may result in the formal denial or withdrawal of your application. Once the documents are received, we will resume the processing of your file.

If you have already sent this information or have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Company/Organization Name]