

[Date]

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

Subject: Notice of Incomplete Application - Missing Verification of Mortgage

Dear [Applicant Name],

Thank you for submitting your application for [Type of Loan/Application] regarding the property located at [Property Address].

Upon reviewing your file, we found that your application is currently incomplete. We require the following documentation to proceed with the processing of your request:

- **Verification of Mortgage (VOM):** An official statement or completed form from your current mortgage lender verifying your payment history, outstanding balance, and monthly payment amount.

Please provide this documentation by [Due Date] to ensure your application remains active. You may submit the missing information via [Email Address], [Fax Number], or by uploading it to our secure portal.

Failure to provide the requested information by the date specified above may result in the cancellation or denial of your application.

If you have already sent this document or have any questions, please contact your loan officer, [Officer Name], at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]