

Date: [Insert Date]

Recipient Name: [Insert Applicant Name]

Application Number: [Insert Application Number]

Property Address: [Insert Property Address]

Subject: Notice of Missing Documents - Mortgage Verification Required

Dear [Insert Applicant Name],

We are currently reviewing your mortgage application. Upon initial audit, we have identified that certain documents required for verification are missing or incomplete.

To continue processing your request, please provide the following items:

- [Insert Document Name, e.g., Pay Stubs for the last 30 days]
- [Insert Document Name, e.g., Bank Statements for the last 2 months]
- [Insert Document Name, e.g., Signed Tax Returns for the previous year]
- [Insert Document Name, e.g., Proof of Homeowners Insurance]

Please submit these documents by **[Insert Deadline Date]** to avoid any delays in your closing schedule or the potential expiration of your locked interest rate.

You may submit these documents via:

- **Secure Portal:** [Insert Link]
- **Email:** [Insert Email Address]
- **In Person/Mail:** [Insert Office Address]

If you have already sent these documents or have any questions regarding these requirements, please contact your Loan Officer, [Insert Officer Name], at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Sender Name]

[Insert Job Title]

[Insert Company Name]