

[Date]

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

Re: Loan Application Number: [Loan Number]

Dear [Borrower Name],

We are currently reviewing your mortgage loan application. To complete the processing of your file, we require additional documentation regarding your current housing expenses.

Specifically, we need the following item:

- **Verification of Mortgage (VOM):** An official statement or completed form from your current mortgage servicer documenting your payment history, current balance, and monthly payment amount for the property located at [Property Address].

Please provide this information by [Due Date] to avoid any delays in the approval process. You may submit the document via our secure online portal, by email to [Email Address], or by fax to [Fax Number].

If you have already sent this document, please disregard this notice. Should you have any questions, feel free to contact me directly at [Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Company Name]