

Date: [Insert Date]

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

Re: Loan Application Number: [Insert Loan Number]

Dear [Borrower Name],

We are currently reviewing your loan application. Upon internal audit of your file, we have identified that your loan file is incomplete.

To proceed with the processing and final approval of your request, we require the following documents:

- Signed Contract Amendment: [Specify Amendment Details, e.g., Purchase Price Change/Closing Date Extension]
- [List any other pending amendments here]

Please review, sign, and return the attached amendments by [Insert Deadline Date]. Failure to provide these signed documents may result in a delay in closing or the expiration of your current rate lock.

You may submit the signed documents via [Insert Submission Method: e.g., Secure Portal, Email, or Fax].

If you have any questions regarding these amendments, please contact me directly at [Insert Phone Number].

Sincerely,

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