

[Date]

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

Subject: Incomplete Mortgage Application - Action Required: Unsigned Amendments

Dear [Applicant Name],

Thank you for submitting your mortgage application for the property located at [Property Address].

Upon reviewing your file, we have found that the application is currently incomplete. We require your signature on the following amendment(s) before we can proceed with the underwriting process:

- [List Amendment Name/Type, e.g., Amendment to Income Disclosure]
- [List Amendment Name/Type, e.g., Updated Appraisal Acknowledgment]

Please review the attached documents, sign where indicated, and return them to our office by [Deadline Date]. You may submit the signed documents via [Submission Method, e.g., Secure Portal, Email, or Mail].

Please note that failure to provide these signed amendments may result in a delay in your closing date or the expiration of your current interest rate lock.

If you have any questions regarding these documents, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]
[Title]
[Company Name]