

[Date]

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

Re: Loan Application Number: [Loan Number]

Dear [Borrower Name],

Thank you for choosing [Lender Name] for your mortgage needs. We are currently reviewing your application; however, we require additional documentation to move forward with the underwriting process.

Specifically, the following item is missing or incomplete:

- **Signed Purchase Agreement Amendment(s):** The amendment dated [Date of Amendment] regarding [Brief Description, e.g., Sales Price Change/Closing Credits] was received, but it has not been signed by all parties (Buyer and Seller).

To avoid any delays in your closing schedule, please provide a fully executed copy of the amendment(s) by [Due Date]. Documents can be uploaded through our secure portal or emailed directly to your Loan Officer.

Please note that we cannot issue a final loan approval until all required signatures are obtained and verified.

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

Sincerely,

[Loan Officer Name]  
[Lender Name]  
[NMLS ID Number]