

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Mortgage Application Number: [Application Number]

Dear [Applicant Name],

Thank you for your recent residential mortgage application. Upon reviewing your file, we have noted that the application is currently incomplete.

To proceed with the processing of your loan request, we require your signature on the following document(s):

- [Description of Amendment/Document 1]
- [Description of Amendment/Document 2]

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

Please note that we cannot continue our evaluation of your credit request until these signed amendments are received. If we do not receive the documents by the date mentioned above, your application may be withdrawn or closed for incompleteness.

If you have any questions regarding these amendments, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]

[Company Name]

[NMLS Number]