

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: FINAL NOTICE - Incomplete Mortgage Application

Dear [Applicant Name],

We are writing to follow up on your mortgage application for the property located at [Property Address]. To date, we have not received the necessary documentation required to proceed with your request.

As previously requested, the following items are still outstanding:

- [Missing Document 1]
- [Missing Document 2]
- [Missing Document 3]

Please be advised that this is a **Final Notice**. If the items listed above are not received by [Deadline Date], your application will be closed for incompleteness. If your application is closed, you will be required to submit a new application and credit check should you wish to pursue financing in the future.

You may submit the documents via our secure portal, by email at [Email Address], or in person at our office.

If you have already sent these documents, please disregard this notice. If you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]

[Company Name]

[NMLS Number]