

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: NOTICE OF PENDING APPLICATION CLOSURE

Dear [Applicant Name],

We are writing to provide an update regarding your mortgage application for the property located at [Property Address], assigned application number #[Application Number].

Our records indicate that we are still awaiting the following documentation required to proceed with your request:

- [Required Document 1]
- [Required Document 2]
- [Required Document 3]

Please be advised that if we do not receive these items by **[Deadline Date]**, we will consider your application inactive and proceed with closing your file. Once an application is closed, you may be required to submit a new application, provide updated financial information, and pay new processing fees should you wish to move forward in the future.

If you have already sent these documents, please disregard this notice. If you are experiencing difficulties obtaining this information, please contact your Loan Officer immediately.

You can submit your documents via [Submission Method - e.g., Online Portal, Email, or Fax].

We look forward to helping you complete your home financing.

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Phone Number]

[Email Address]