

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Mortgage Application Expiration Notice

Application Number: [Application ID]
Property Address: [Property Address]

Dear [Applicant Name],

We are writing to inform you that your mortgage application is set to expire on **[Expiration Date]**. Our records indicate that we have not yet received the following items required to complete your file:

- [Required Item 1]
- [Required Item 2]
- [Required Item 3]

If your application expires, the interest rate previously quoted may no longer be available, and you may be required to submit a new application and updated credit report.

To keep your application active, please provide the missing documentation by [Deadline Date]. You can submit these documents via our secure online portal, by email at [Email Address], or by visiting our office.

If you have already submitted these documents or have decided not to proceed with this loan, please contact us at [Phone Number] so we can update your file.

Sincerely,

[Loan Officer Name]
[Title]
[NMLS Number]