

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Application Reference Number: [Insert Reference Number]

Property Address: [Insert Property Address]

SUBJECT: WARNING OF PENDING TERMINATION OF MORTGAGE APPLICATION

Dear [Insert Applicant Name],

We are writing to inform you that your mortgage application is currently incomplete. We have previously requested the following outstanding documentation/information:

- [Item 1: e.g., Signed Tax Returns]
- [Item 2: e.g., Updated Bank Statements]
- [Item 3: e.g., Proof of Homeowners Insurance]

To date, we have not received these items. Please be advised that if we do not receive the requested documentation by **[Insert Deadline Date]**, your application will be formally withdrawn and the file will be closed for "Incompleteness."

If your application is terminated, you will be required to submit a new application, which may be subject to new interest rates, terms, and credit checks.

Please submit the documents via [Insert Method: e.g., Online Portal/Email/Fax] as soon as possible to avoid termination.

If you believe you have received this letter in error or if you have any questions, please contact your Loan Officer, [Insert Officer Name], at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]