

Date: [Insert Date]

Subject: Notice of Pending Mortgage File Cancellation

Application Number: [Insert Application Number]

Property Address: [Insert Property Address]

Dear [Applicant Name],

We are writing to inform you that your mortgage application file is currently incomplete. As of today, we have not received the necessary documentation required to move forward with your loan request.

The following items are still outstanding:

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

Please be advised that if the documents listed above are not received by **[Insert Deadline Date]**, we will be required to cancel your application due to inactivity. Once a file is canceled, you will need to submit a new application and provide updated financial information to restart the process.

If you have already sent these documents, please disregard this notice. If you are having difficulty obtaining this information or have questions regarding your file, please contact your Loan Officer immediately.

Loan Officer: [Insert Officer Name]

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]