

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**RE: FINAL NOTICE - Outstanding Requirements for Mortgage Application #[Application Number]**

Dear [Applicant Name],

We are writing to provide a final notice regarding your mortgage application for the property located at [Property Address].

Despite our previous requests, we have not yet received the following documentation required to process your loan:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Please be advised that this is our final request. We must receive all outstanding items by **[Deadline Date]**. If these requirements are not met by the specified date, we will be unable to proceed, and your application will be closed due to incompleteness.

If your application is closed, you may be required to submit a new application and pay any associated fees if you choose to pursue a mortgage with us in the future. Interest rates currently quoted are also subject to change upon the expiration of this file.

You may submit the documents via our secure online portal, by email to [Email Address], or by visiting our office.

If you have already sent these documents or have any questions, please contact me immediately at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]