

Date: [Insert Date]

Loan Application Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: PRE-CLOSURE NOTICE: Incomplete Mortgage Application File

Dear [Applicant Name],

We are contacting you regarding your mortgage application for the property listed above. Our records indicate that your file remains incomplete as we have not received the necessary documentation required to proceed with the underwriting process.

To move forward with your application, please provide the following missing items by [Insert Deadline Date]:

- [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 the deadline stated, we will be forced to close your application file due to inactivity. Once a file is closed, you may be required to submit a new application and undergo a new credit check should you choose to proceed at a later date.

You may submit these documents via [Insert Submission Method, e.g., Secure Portal/Email/Fax].

If you have already sent these documents or have any questions, please contact your Loan Officer, [Officer Name], at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Department Name]

[Company Name]