

Subject: Welcome to Your Digital Mortgage Application - [Application Reference Number]

Dear [Applicant Name],

Welcome to [Company Name]! We are excited to help you navigate your journey toward homeownership. Thank you for choosing our digital platform to start your mortgage application.

Your application has been successfully initiated. You can now access your personalized dashboard to track your progress, upload required documents, and communicate with your dedicated loan officer.

Next Steps:

- **Log In:** Access your account at [Portal URL] using your registered email address.
- **Complete Your Profile:** Fill in any remaining personal and financial details.
- **Upload Documents:** Check your task list for required items such as pay stubs, tax returns, and bank statements.
- **eSign Disclosures:** Review and electronically sign your initial disclosure package.

Your Loan Team:

Loan Officer: [Officer Name]

Email: [Officer Email]

Phone: [Officer Phone Number]

If you have any questions or need technical assistance with the portal, please do not hesitate to reach out to us.

We look forward to working with you.

Best regards,

The [Company Name] Mortgage Team

[Company Website]

[Company Address]