

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

**Subject: Acknowledgment of Loss Mitigation Application**

**Loan Number: [Insert Loan Number]**

Dear [Borrower Name],

We have received your application for loss mitigation assistance on [Date Received]. We are currently reviewing your request to determine if you qualify for programs to help you avoid foreclosure.

**Application Status:**

[ ] Your application is **complete**. We will provide a decision within 30 days.

[ ] Your application is **incomplete**. To proceed with the evaluation, we require the following missing documents by [Deadline Date]:

- [Document 1]
- [Document 2]
- [Document 3]

Please submit the requested items as soon as possible via [Fax/Email/Online Portal].

During this review process, we encourage you to maintain communication with us. If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Department]  
[Company Name]  
[Company Address]