

[Date]

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

RE: Notice of Complete Loss Mitigation Application

Property Address: [Property Street Address, City, State, Zip Code]
Loan Number: [Loan Number]

Dear [Borrower Name]:

We are writing to confirm that we have received all the documents and information required to complete your loss mitigation application as of [Date Application Was Completed]. Your application is now considered complete.

What Happens Next?

We will now evaluate your application for all available loss mitigation options. We will provide you with a written decision regarding your eligibility within 30 days of the completion date noted above.

Foreclosure Protections

Because your application is complete, we will not initiate a new foreclosure action or proceed to a foreclosure sale while your application is under review, provided that your application was submitted within the timeframes required by applicable law.

Contact Information

If you have any questions, please contact your Relationship Manager at [Phone Number]. Our office hours are [Hours of Operation].

Sincerely,

[Name of Servicer]
[Department Name]