

[Date]

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

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We received your request for mortgage assistance on [Date Application Received]. We have reviewed your application and determined that it is incomplete. To process your request for foreclosure prevention options, we require the following missing information or documents:

- [List missing document 1, e.g., Most recent 30 days of paystubs]
- [List missing document 2, e.g., Signed IRS Form 4506-C]
- [List missing document 3, e.g., Two most recent bank statements]
- [List missing information, e.g., Explanation of hardship letter]

Please submit the items listed above by **[Required Completion Date]**. If we do not receive these documents by this date, we may be unable to evaluate you for all available loss mitigation options, and the foreclosure process may continue.

You may submit these documents via:

- **Fax:** [Fax Number]
- **Email:** [Email Address]
- **Mail:** [Mailing Address]
- **Online Portal:** [Website URL]

Once we receive the missing documentation, we will evaluate your application and notify you of the results within [Number] business days. Please note that while we are reviewing a complete application, your property will not be referred to foreclosure, or if it has already been referred, the foreclosure sale will be stayed.

If you have any questions or need assistance gathering these documents, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name of Servicer/Representative]
[Department Name]