

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Acknowledgment of Complete Loss Mitigation Application

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

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

What happens next?

We are currently reviewing your application to determine which foreclosure prevention options may be available to you. These options may include, but are not limited to, a loan modification, forbearance, short sale, or deed-in-lieu of foreclosure.

Timeline:

We will provide you with a written decision regarding your eligibility for a loss mitigation option within 30 days of the completion date mentioned above. If we require any additional information during our review, we will contact you immediately.

Foreclosure Status:

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 your application was submitted within the timeframe required by applicable law.

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

Sincerely,

[Name of Representative]
[Title]
[Company Name]