

[Date]

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

Re: Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for disaster relief loss mitigation assistance regarding the property listed above. This letter serves as formal acknowledgment of your request.

**Application Status:**

[Select one: Your application is complete / Your application is incomplete]

**Next Steps:**

- If your application is complete, we will review your request and provide a decision within [Number] business days.
- If your application is incomplete, you must provide the missing documents listed below by [Date] to avoid delays or denial.

**Required Missing Documents (if applicable):**

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

During this review period, we encourage you to stay in contact with us. If you have any questions or have received updated information regarding your insurance claims or property repairs, please contact our Disaster Relief Team.

**Contact Information:**

Phone: [Phone Number]  
Email: [Email Address]  
Hours: [Hours of Operation]

Sincerely,

[Representative Name/Department]  
[Company Name]