

[Date]

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

Subject: Acknowledgment of FHA Loss Mitigation Application - Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for FHA Loss Mitigation assistance on [Date Received]. We are currently reviewing your request to determine your eligibility for various options, such as a loan modification, FHA-HAMP, or a partial claim.

Application Status:

[] Your application is **complete**. We will provide a formal decision regarding your eligibility within 30 days of the date of this letter.

[] Your application is **incomplete**. We require the following additional documents to begin our review:

- [List missing document 1]
- [List missing document 2]
- [List missing document 3]

If your application is incomplete, please submit the documents listed above by [Deadline Date] to ensure your request is processed timely.

While your application is under review, we will not initiate or proceed with a foreclosure sale on your property, provided your application was received at least 37 days before any scheduled foreclosure sale.

If you have any questions or would like to check the status of your application, please contact our Loss Mitigation Department at [Phone Number] between [Hours of Operation].

Sincerely,

[Servicer Name]
[Representative Name/Department]
[Contact Information]

HUD-approved housing counselors are available to provide free assistance. To find a counselor near you, call 1-800-569-4287.