

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

[Date]

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

Subject: Acknowledgment of Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for loss mitigation assistance on [Date Received]. We are currently reviewing your request to determine if we can offer you any alternatives to foreclosure.

Application Status:

Your application is complete. We will notify you of our decision in writing within 30 days.

Your application is incomplete. To continue our review, we require the following additional documents:

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

Please submit the missing documentation by [Due Date]. If we do not receive these items by the deadline, your request may be declined.

Next Steps:

Once your application is deemed complete, we will evaluate you for all available options, which may include loan modification, forbearance, short sale, or deed-in-lieu of foreclosure. During this evaluation period, your foreclosure process may be paused, subject to state and federal regulations.

If you have any questions or would like to provide the missing documents, please contact your Relationship Manager, [Name of Contact], at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Company Name]