

[Date]

[Borrower Name]

[Co-Borrower Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Acknowledgment of Loss Mitigation Application**

Loan Number: [Loan Number]

Property Address: [Property Address]

Dear [Borrower Name],

We have received your application for loss mitigation assistance regarding the above-referenced loan. We are currently reviewing the information you provided to determine your eligibility for available foreclosure prevention options, such as a loan modification.

**Current Status of Your Application:**

[Select one:]

- Your application is **complete** as of [Date]. We will notify you of our decision in writing within 30 days.
- Your application is **incomplete**. To continue the review process, we require the additional documents listed below:

**Required Documents (if applicable):**

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

Please submit the missing documentation by [Deadline Date] to ensure your application remains active. Failure to provide these documents may result in the denial of your request.

While your application is under review, we may still send you notices regarding the delinquency of your loan as required by law. However, if your application was submitted at least 37 days before a scheduled foreclosure sale, we will not proceed with a foreclosure sale while your application is being evaluated.

If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Sender Name/Department]  
[Lending Institution Name]