

[Date]

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

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your request for loss mitigation assistance. After reviewing the materials submitted on [Date of Submission], we have determined that your application is incomplete. We require additional information to proceed with a full evaluation of your options to avoid foreclosure.

To continue the review process, please provide the following missing documents:

- [List Missing Document 1]
- [List Missing Document 2]
- [List Missing Document 3]

Please submit these documents no later than **[Deadline Date]**. You may send them via:

Fax: [Fax Number]

Email: [Email Address]

Mail: [Mailing Address]

Once we receive the missing information, we will complete our review within [Number] business days. Failure to provide these documents by the deadline may result in the denial of your application and the continuation of the foreclosure process.

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

Sincerely,

[Name/Department]
[Company Name]