

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

[Date]

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

RE: Loss Mitigation Application Acknowledgment - Repayment Plan Request

Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your application for loss mitigation assistance regarding a proposed Repayment Plan for the loan referenced above. This letter serves as formal acknowledgment that your request was received on [Date Received].

Review Status:

We are currently reviewing your application to determine if it is complete. Within five (5) business days, we will provide you with a notice indicating whether your application is complete or if additional documents are required to make a final decision.

Important Information:

- Submitting this application does not guarantee approval for a Repayment Plan.
- While your application is under review, you should continue to make any payments you are able to afford.
- If you have any questions regarding your application or the review process, please contact our Loss Mitigation Department at [Phone Number].

We are committed to working with you to find a solution for your mortgage. Our office hours are [Hours of Operation].

Sincerely,

[Sender Name/Department]
[Company Name]