

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

[Date]

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

**RE: Acknowledgment of Short Sale Loss Mitigation Application**

Loan Number: [Loan Number]

Dear [Borrower Name],

We are writing to acknowledge that we have received your application for a Short Sale loss mitigation option regarding the property mentioned above.

We are currently reviewing your submission. Below is the status of your application:

**Status: [Complete / Incomplete]**

If your application is marked as **Incomplete**, we require the following additional documents to proceed:

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

Please submit the missing information by [Deadline Date] to ensure your request is processed without further delay. If your application is **Complete**, our review team will contact you within [Number] business days with a decision or further instructions.

During this review period, we encourage you to stay in contact with us. If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Department]  
[Company Name]