

[Date]

[Successor Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Acknowledgment of Loss Mitigation Application**

Property Address: [Property Street Address, City, State, Zip Code]

Loan Number: [Loan Number]

Dear [Successor Name],

We have received your application for loss mitigation options regarding the above-referenced mortgage loan. This letter serves as formal acknowledgment that we received your request on [Date Application Received].

**Application Status:**

[Select one of the following options:]

- Your application is **complete**. We will now begin our review to determine your eligibility for available foreclosure prevention options.
- Your application is **incomplete**. We require additional information or documentation to proceed with our evaluation.

**Missing Documentation (if applicable):**

To complete our review, please provide the following items by [Due Date]:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

**Next Steps:**

Once a complete application is received, we will notify you of our decision in writing within [Number of Days] days. During this review period, we will update you on the status of your application every [Number] days.

If you have any questions or would like to submit the requested documentation, please contact our Loss Mitigation Department at [Phone Number] or via email at [Email Address]. Our office hours are [Hours of Operation].

Sincerely,

[Contact Name/Department]  
[Company Name]