

FINAL WARNING: NOTICE OF INCOMPLETE LOSS MITIGATION APPLICATION

Date: [Insert Date]

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

Subject: Loan Number [Insert Loan Number]

Dear [Borrower Name],

We are writing to notify you that your application for mortgage assistance (Loss Mitigation) remains incomplete. We have previously requested documentation required to evaluate your account for foreclosure alternatives, but we have not yet received all necessary items.

ACTION REQUIRED: To complete your application, you must provide the following missing documents by **[Insert Deadline Date]**:

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

IMPORTANT CONSEQUENCES:

If we do not receive the documents listed above by the deadline stated, we will close your application for assistance. Failure to complete this application may result in the following:

- Your loan will remain in its current delinquent status.
- Foreclosure proceedings may begin or continue.
- You will lose your eligibility for specific loss mitigation programs.

Please submit the missing documentation via one of the following methods:

Fax: [Insert Fax Number]
Email: [Insert Email Address]
Online Portal: [Insert URL]
Mail: [Insert Mailing Address]

If you have already sent these documents, or if you have any questions, please contact our Loss Mitigation Department immediately at [Insert Phone Number]. We are available [Insert Hours of Operation].

Sincerely,

[Company Name]
[Department Name]