

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We received your request for mortgage assistance on [Date Application Received]. We have reviewed your application and determined that it is incomplete. To continue evaluating you for foreclosure prevention options, we require the following missing documents and/or information:

- [List Missing Document 1, e.g., Last 2 months of bank statements]
- [List Missing Document 2, e.g., Signed IRS Form 4506-C]
- [List Missing Document 3, e.g., Proof of occupancy]
- [List Missing Information, e.g., Section 3 of the Uniform Borrower Assistance Form is blank]

Please submit the items listed above by **[Required Return Date]**. If we do not receive these items by this date, we may be unable to complete our review, and your application may be denied.

You may submit these documents via the following methods:

- **Online Portal:** [Insert Website URL]
- **Fax:** [Insert Fax Number]
- **Mail:** [Insert Mailing Address]

Please note that the foreclosure process may continue while your application remains incomplete. Once we receive all required documents, we will notify you within 30 days regarding the status of your application and the options available to you.

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

Sincerely,

[Servicer Name]

[Department Name]