

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We have received your request for mortgage assistance and the documents you submitted on [Date of Receipt]. We are writing to acknowledge receipt of your partial application.

Upon initial review, we have determined that your application is **incomplete**. We cannot perform a full evaluation for loss mitigation options until the following missing items are provided:

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

Please submit the documentation listed above no later than **[Deadline Date]**. If we do not receive these items by this date, your application may be closed, and the foreclosure process, if applicable, may proceed or resume.

You may submit the missing documents via the following methods:

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

If you have questions regarding this notice or need assistance obtaining the required information, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Servicer Name]

[Department Name]