

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Incomplete Loss Mitigation Application - Expired Documentation

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We have reviewed your application for mortgage assistance. At this time, your application is considered incomplete because the following income documentation has expired and is no longer valid for our review process:

- [List specific expired document, e.g., Paystubs dated prior to MM/DD/YYYY]
- [List specific expired document, e.g., Bank Statements for the months of X and Y]
- [List specific expired document, e.g., Signed Profit and Loss Statement]

Action Required:

To continue evaluating your request for loss mitigation options, please provide updated versions of the documents listed above. All updated documents must be received by **[Insert Due Date]**.

Please send the requested information via one of the following methods:

- Fax: [Insert Fax Number]
- Email: [Insert Email Address]
- Mail: [Insert Mailing Address]

Failure to provide the updated documentation by the deadline may result in the closure of your application or the continuation of foreclosure proceedings, where applicable.

If you have any questions or believe you have received this notice in error, please contact our Loss Mitigation Department at [Insert Phone Number] between the hours of [Insert Business Hours].

Sincerely,

[Servicer Name]

[Department Name]