

[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. However, we cannot complete our review because your application is currently missing required documentation.

To move forward with your request, please provide the following missing items:

- **Bank Statements:** Please provide copies of your most recent, consecutive monthly bank statements for all personal accounts (Checking, Savings, etc.) covering the last [Number, e.g., 60] days.
- **Requirement Details:** Statements must include all pages, even if they are blank, and must clearly show the account holder's name and account number.

Please submit these documents by [Deadline Date] to ensure your application remains active. You may send them via one of the following methods:

Fax: [Fax Number]

Email: [Email Address]

Online Portal: [Website URL]

Mail: [Mailing Address]

Once we receive the missing documentation, we will complete the evaluation of your application. If we do not receive these items by the deadline stated above, we may be unable to offer you loss mitigation options.

If you have any questions or have already sent these documents, please contact our Customer Service Department at [Phone Number].

Sincerely,

[Name of Servicer/Department]

[Phone Number]