

Date: [Date]

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

NOTICE OF INCOMPLETE LOSS MITIGATION APPLICATION

Dear [Borrower Name],

We have received your request for mortgage assistance. However, we cannot complete our review of your application because it is missing the required **Proof of Occupancy**.

To move forward with your application, please provide one of the following documents to confirm the property is your primary residence:

- A copy of a recent utility bill (electric, water, or gas) in your name showing the property address.
- A copy of your most recent driver's license showing the property address.
- A copy of a voter registration card.
- A copy of a signed federal income tax return from the most recent year.

Action Required: Please submit the missing documentation by [Deadline Date].

You may submit this information via:

Fax: [Fax Number]

Email: [Email Address]

Mail: [Mailing Address]

If you have any questions, please contact our Homeownership Preservation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Company Name]

[Department Name]