

[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 loss mitigation assistance. After reviewing the documents submitted on [Date of Submission], we have determined that your application is incomplete.

To continue the review process, the following document is required:

- **Third-Party Authorization Form:** This document must be signed and dated by all borrowers to allow us to communicate with your designated representative, or to verify information with third-party entities.

Please submit the missing document by [Deadline Date] to avoid delays or the closure of your request. You may submit this document via the following methods:

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

Once the Third-Party Authorization is received, we will complete the evaluation of your application within [Number] business days. If you have already sent this document, please disregard this notice.

If you have any questions or need a copy of our standard Authorization form, please contact our Loss Mitigation Department at [Phone Number] between [Hours of Operation].

Sincerely,

[Servicer Name]

[Department Name]