

Date: [Date]

Subject: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]

Property Address: [Property Address]

Dear [Borrower Name(s)],

We have received your request for mortgage assistance. After reviewing the documents you submitted on [Date of Submission], we have determined that your application is incomplete.

To continue evaluating your request for loss mitigation options, we require the following missing information or documents:

- [Description of Missing Document 1]
- [Description of Missing Document 2]
- [Description of Missing Document 3]

Please submit the items listed above no later than **[Deadline Date]**. If we do not receive these documents by this date, we may be unable to complete our evaluation, and your request for assistance may be denied.

You can submit these documents via:

- **Mail:** [Mailing Address]
- **Fax:** [Fax Number]
- **Online Portal:** [URL, if applicable]

While your application is incomplete, please be aware that foreclosure activity may continue depending on the status of your loan and local regulations. Once a complete application is received, we will pause certain foreclosure processes as required by law while we conduct our review.

If you have any questions or believe you have already sent these documents, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Company Name]
[Department Name]