

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Co-Borrower Name]
[Mailing Address]
[City, State, Zip Code]

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

We received your request for mortgage assistance on [Date]. Upon reviewing your submission, we have determined that your loss mitigation application is incomplete. We require additional information to evaluate you for all available foreclosure prevention options.

To continue the review process, please provide the following missing documents or information:

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

Please submit the requested items no later than **[Deadline Date]**. If we do not receive these documents by this date, your application may be closed, and the foreclosure process-if applicable-may proceed.

You may submit your documents via the following methods:

- **Upload:** [Website URL]
- **Fax:** [Fax Number]
- **Mail:** [Mailing Address]

Once we receive the complete documentation, we will notify you within [Number] business days and begin our evaluation. If you have any questions, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Name/Department]
[Company Name]