

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

[Date]

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

Subject: Acknowledgment of Loss Mitigation Application

Dear [Borrower Name],

We are writing to acknowledge that we have received your request for loss mitigation assistance regarding your mortgage loan number [Loan Number].

We received your application on [Date Received]. We have conducted an initial review of the documentation provided and have determined the following:

[Select one option below]

Your application is **complete**. We will now proceed with a full evaluation of your eligibility for available loss mitigation options. You can expect a written decision regarding our determination by [Date].

Your application is **incomplete**. We require the following additional documents or information to complete our evaluation:

- [List missing document 1]
- [List missing document 2]
- [List missing document 3]

Please submit the missing information by [Deadline Date] to ensure your application remains active. If we do not receive these items by the specified date, your request may be closed.

During this evaluation period, you should continue to communicate with us regarding any changes in your financial situation. If you have any questions, please contact our Loss Mitigation Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Signature]
[Title]
[Company Name]