

[Date]

[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. However, after reviewing your application, we have determined that it is incomplete. To continue our evaluation for programs such as a loan modification, short sale, or deed-in-lieu of foreclosure, we require the following missing documents:

- [List Missing Document 1]
- [List Missing Document 2]
- [List Missing Document 3]

Please submit these documents by **[Due Date]**. If we do not receive the requested information by this date, your application may be closed, and any pending foreclosure actions may proceed.

You may submit these documents via:

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

If you have any questions regarding this request, please contact our Loss Mitigation Department at [Phone Number] between the hours of [Hours of Operation].

Sincerely,

[Your Name/Department]
[Company Name]