

[Date]

[Borrower Name]

[Co-Borrower Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Insert Loan Number]

Dear [Borrower Name],

We have received your request for mortgage assistance. However, we cannot complete our review of your application because some required documents are missing or expired.

To move forward with your request, please provide the following items:

- [List Item 1: e.g., Most recent 30 days of pay stubs]
- [List Item 2: e.g., Signed and dated tax returns for the previous year]
- [List Item 3: e.g., Two most recent bank statements for all accounts]
- [List Item 4: e.g., Signed Hardship Affidavit]

Please submit these documents by **[Insert Due Date]**. If we do not receive these items by this date, your application may be closed, and the foreclosure process, if applicable, may continue.

You may submit your documents via the following methods:

- **Fax:** [Insert Fax Number]
- **Email:** [Insert Email Address]
- **Mail:** [Insert Mailing Address]
- **Online Portal:** [Insert Website URL]

If you have questions or need assistance obtaining these documents, please contact our Loss Mitigation Department at [Insert Phone Number] between [Insert Hours of Operation].

Sincerely,

[Sender Name/Department]

[Company Name]