

[Date]

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

RE: Notice of Incomplete Loss Mitigation Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We received your request for mortgage assistance on [Date Application Received]. However, we are unable to process your application because it is incomplete. To continue our review for loss mitigation options, we require the following missing documentation:

- [List missing document 1, e.g., Most recent 2 months of bank statements]
- [List missing document 2, e.g., Signed Hardship Affidavit]
- [List missing document 3, e.g., Verification of current income/paystubs]
- [List missing document 4, e.g., Most recent IRS Form 4506-C]

Please submit the documents listed above by [Submission Deadline Date] to ensure your application remains active. Failure to provide this information may result in the denial of your request for assistance and the continuation of the foreclosure process, if applicable.

You may submit these documents via:

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

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

Sincerely,

[Name of Loan Processor/Department]
[Lender/Service Name]