

**[Date]**

**[Borrower Name]**

**[Property Address]**

**[City, State, Zip Code]**

**Subject: Notice of Incomplete Mortgage Assistance Hardship Letter**

Dear **[Borrower Name]**,

We have received your application for mortgage assistance regarding loan number **[Loan Number]**. Upon reviewing your submission, we have determined that your Hardship Letter is incomplete or requires further clarification.

To continue evaluating your request for a loan modification or other assistance options, please provide a revised letter that addresses the following missing information:

- **[Specific Issue: e.g., Missing signature]**
- **[Specific Issue: e.g., No date of hardship onset provided]**
- **[Specific Issue: e.g., Lack of explanation regarding current income status]**

Please ensure your updated Hardship Letter clearly explains the circumstances that have caused your financial difficulty and whether these circumstances are temporary or permanent.

Please submit the requested information by **[Due Date]** via one of the following methods:

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

Failure to provide this information may result in the closure of your assistance application. If you have any questions, please contact our Loss Mitigation Department at **[Phone Number]**.

Sincerely,

**[Sender Name/Department]**

**[Lender/Service Name]**