

[Date]

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

Subject: SECOND NOTICE - Missing Documentation for Mortgage Assistance Application

Loan Number: [Loan Number]

Dear [Borrower Name],

We are writing to follow up on our previous request dated [Date of First Notice] regarding your application for mortgage assistance. To date, we have not received the necessary documentation required to complete our review of your request for hardship relief.

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

- [Missing Item 1]
- [Missing Item 2]
- [Missing Item 3]

Action Required: Please submit these documents by [Deadline Date]. If we do not receive these items by the specified date, your request for assistance may be closed or denied due to an incomplete application.

You may submit your documents via the following methods:

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

If you have already sent these documents, please disregard this notice. If you are experiencing difficulties obtaining these items or have questions regarding your application, please contact our Loss Mitigation Department immediately at [Phone Number].

Sincerely,

[Name/Department]
[Lender Name]