

[Date]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**RE: Notice of Incomplete Forbearance Application - Loan Number: [Loan Number]**

Dear [Borrower Name],

We have received your request for a forbearance plan. However, after reviewing your application, we have determined that it is incomplete. We require the following documentation to proceed with your request:

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

Please submit these documents by [Deadline Date] to ensure your application is processed in a timely manner. You may submit the missing information via:

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

Failure to provide these documents may result in the denial of your forbearance request. If you have already sent these documents, please disregard this notice.

If you have any questions, please contact our Loss Mitigation Department at [Phone Number].

Sincerely,

[Sender Name/Department]  
[Company Name]