

Date: [Insert Date]

To: [Applicant Name]

Address: [Applicant Address]

Subject: FINAL WARNING: Co-Signer Documentation Deadline

Dear [Applicant Name],

This letter is a formal reminder regarding the required co-signer documentation for your application for [Property Address/Loan Account Number].

As of today, we have not received the completed application and supporting financial documents from your designated co-signer, [Co-Signer Name].

Please be advised that the final deadline for submission is **[Insert Deadline Date]** at **[Insert Time]**.

Failure to provide the necessary paperwork by this deadline will result in the following:

- Your application being marked as incomplete.
- The immediate release of the [Rental Unit/Loan Offer] to other qualified candidates.
- Forfeiture of any non-refundable application fees.

If you have already submitted these documents, please contact our office immediately at [Phone Number] to confirm receipt.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]