Land Mortgage Acknowledgement Incomplete letter

United States Department of the Interior

Bureau of Indian Affairs

Regional Office

Mailing Address

City, State, Zip

Real Estate Services

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Name of Lender

Address

City, State and Zip Code

Dear Lender:

On **[date received]**, we received your request for review and approval of a proposed **Trust Land Mortgage** between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mortgagor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgagee.

Upon our preliminary review, it appears you have provided an incomplete package that is missing relevant documents.

These documents are necessary for BIA review.  Specifically, you are missing the following item(s):

**[Missing documents as identified on Checklist]**

Your incomplete package is being returned to you.  If you would like for us to consider your mortgage package, simply re-submit the entire package, including any referenced missing item(s) at your convenience.

We thank you for your submission and look forward to working with you.  If you have any questions regarding this matter, please contact **[application creator name]**, Realty Specialist, at **[insert phone, extension], or by email at [insert email address of agency contact].**

Sincerely,

Regional Director

cc:  Applicant(s)