Leasehold Acknowledgement Incomplete letter

United States Department of the Interior

Bureau of Indian Affairs

Region or Agency

Address

City, State, Zip Code

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 Leasehold **Mortgage/Deed of Trust** between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mortgagor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mortgagee.

Upon our preliminary review, it appears you have provided an incomplete package missing relevant documents required by: [Check one]

* 25 C.F.R. §162.244 - .246, agricultural leasehold mortgages;
* 25 C.F.R. §162.357-.360 , residential leasehold mortgages;
* 25 C.F.R. §162.457-.460, business leasehold mortgages;
* 25 C.F.R. §162.582-.585, renewable energy leasehold mortgages;
* 25 C.F.R. §169.210-212, rights-of-way mortgages

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 leasehold 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,

Superintendent or Regional Director

cc:  Applicant(s)