

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Missing Trailing Documents for Loan #[Loan Number]

Dear [Recipient Name],

Our records indicate that we have not yet received the final trailing documents for the above-referenced loan, which closed on [Closing Date].

Please provide the following outstanding items immediately:

- [Document Name, e.g., Original Recorded Mortgage/Deed of Trust]
- [Document Name, e.g., Final Title Policy]
- [Document Name, e.g., Assignment of Mortgage]

These documents are required to complete our post-closing audit and to ensure compliance with secondary market requirements. If these items have already been sent, please provide the tracking number or a delivery confirmation date.

Please forward the documents to the following address:

[Your Company Name]

Attn: Post-Closing Department

[Your Mailing Address]

If you have any questions regarding this request, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]