



September 26, 2012

[Name]

[Address]

Dear Mr. X,

Thank you for your participation in the SUN Initiative program. We have been trying to reach you regarding your application for a home mortgage. Unfortunately, we have not been successful in doing so after repeated efforts.

If you are still interested in applying for a loan under the SUN program, please contact me as soon as possible—even if you do not have all the information that has been requested. My contact information is as follows:

Phone: 617-933-5880

Email: JSmith@bostoncommunitycapital.org

Address: Boston Community Capital, 57 Warren Street, Boston, MA 02119

If I do not hear from you by next Friday (October 5, 2012), I will assume you are no longer interested in our program and your file will be closed for incompleteness. If your file is closed, we, of course, invite you to apply again in the future.

If you have any questions please feel free to call me at 617-933-5880. I look forward to hearing from you.

Sincerely,

Jane Smith  
Processor  
SUN Initiative/Aura Mortgage  
Boston Community Capital