

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notification of Incomplete Proof of Address Documentation

Dear [Applicant Name],

We are writing to inform you that we have received your application for [Type of Application/Account]. However, we are unable to process your request at this time because the proof of address documentation provided is incomplete or does not meet our requirements.

The documentation submitted was insufficient for the following reason(s):

- ☐ Document is expired.
- ☐ Document does not clearly show your full name.
- ☐ Document does not match the residential address provided on your application.
- ☐ Document type is not on the list of approved proofs of residency.
- ☐ Document is illegible or cut off.

To move forward with your application, please provide a copy of one of the following documents dated within the last [Number, e.g., 90] days:

- Utility bill (Electricity, Water, or Gas)
- Bank statement
- Lease agreement or Mortgage statement
- Government-issued correspondence

Please submit the required documentation by [Deadline Date] via [Submission Method, e.g., online portal, email, or mail].

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]