

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Loan Application - [Application Reference Number]

Dear [Applicant Name],

Thank you for your recent loan application. Upon reviewing your submission, we found that certain information or documentation is missing, which prevents us from processing your request further.

To continue with your application, please provide the following items:

- [List missing document 1]
- [List missing document 2]
- [List missing information]

Please submit these items by [Deadline Date] to ensure your application remains active. You can provide these documents via [Online Portal/Email/Mail].

If we do not receive the requested information by the date mentioned above, your application will be closed, and you may need to reapply in the future.

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

Sincerely,

[Your Name/Department Name]

[Company Name]