

[Date]

[Inquirer Name]

[Inquirer Address]

[City, State, Zip Code]

Subject: Rejection of Inquiry - Additional Information Required

Dear [Inquirer Name],

Thank you for your inquiry regarding [Topic of Inquiry] received on [Date].

We have reviewed your request; however, we are unable to process it at this time because the information provided is incomplete. To assist you further, we require the following details:

- [Missing Item 1]
- [Missing Item 2]
- [Missing Item 3]

Please resubmit your request with the missing information. Once we receive the complete details, we will be happy to review your inquiry again.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]