

Documentation Submission Guidelines

Dear [Recipient Name],

To ensure the efficient processing of your submission, please adhere to the following guidelines when providing your documentation:

- **Format:** All files must be submitted in [PDF/Word/JPEG] format.
- **Naming Convention:** Please name your files using the following structure: [Full Name]_[Document Type]_[Date].
- **Resolution:** Scanned documents must be clear, legible, and at least [300 DPI].
- **Organization:** If submitting multiple documents, please group them into a single compressed (.zip) folder or a single multi-page PDF.
- **Submission Method:** Please upload files via [Portal Link/Email Address].

Deadline: All materials must be received no later than [Date/Time].

Failure to follow these instructions may result in a delay in processing your application. If you have any questions, please contact [Contact Person/Department] at [Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]