

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - [Application ID/Reference Number]

Dear [Applicant Name],

Thank you for submitting your application for [Position/Program/Service Name].

After reviewing your submission, we found that your application is currently incomplete. We require the following information or documents to proceed with the evaluation process:

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

Please provide the missing information by [Deadline Date] to ensure your application remains active. You can submit these items by [Method of Submission, e.g., replying to this email or uploading to the portal].

Please note that failure to provide these documents by the specified date may result in the withdrawal or rejection of your application.

If you have any questions, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]