

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Administrative Rejection - Incomplete Application

Dear [Applicant Name],

Thank you for your recent loan application regarding [Loan Reference Number/Type].

After reviewing your submission, we regret to inform you that we are unable to process your request at this time. This decision is based on an administrative rejection due to incomplete personal information. Specifically, the following details or documents were missing:

- [Insert Missing Item 1, e.g., Proof of Income]
- [Insert Missing Item 2, e.g., Valid Government ID]
- [Insert Missing Item 3, e.g., Complete Residential History]

Because your file is incomplete, we have not performed a full evaluation of your creditworthiness or financial eligibility. This notice does not constitute a final denial based on credit history, but rather an administrative closure of the current application.

If you wish to proceed, you are welcome to submit a new application containing all required documentation. Alternatively, you may provide the missing information listed above by [Insert Deadline Date] to reactivate this file.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]