

Date: [Insert Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Administrative Rejection - Incomplete Documentation

Dear [Applicant Name],

Thank you for your recent loan application regarding [Loan Reference Number]. After reviewing your file, we regret to inform you that we are unable to process your request at this time.

Your application has been administratively rejected due to incomplete tax return documentation. Specifically, the following items were missing or insufficient:

- [Insert specific missing document, e.g., Signed Federal Tax Returns for 2022]
- [Insert specific missing document, e.g., IRS Form 4506-C]
- [Insert specific missing document, e.g., All Schedules and Attachments]

As a result of these missing records, we cannot complete the required financial verification necessary for an approval decision. This is an administrative rejection and not a reflection of your creditworthiness.

If you wish to proceed with your request, please resubmit your application along with the complete documentation listed above. If you have any questions, you may contact our loan processing department at [Phone Number] or [Email Address].

Thank you for your interest in our services.

Sincerely,

[Your Name/Department]

[Company Name]