

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

Thank you for submitting your [Type of Application/Document] on [Date].

Upon reviewing your submission, we found that it is currently incomplete. To proceed with the processing of your request, the following information or documents are required:

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

Please provide the missing information by [Deadline Date]. Please note that failure to provide these items by the specified date may result in [Consequence, e.g., the closure of your file or a delay in processing].

You may submit the missing documents via [Email/Online Portal/Mail].

If you have any questions regarding this notice, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]