

Date: [Insert Date]

To: [Insert Name of Trustee/Firm]

Address: [Insert Address]

Account Number: [Insert Account Number]

RE: NOTICE OF DOCUMENTATION DEFICIENCY

Dear [Insert Name],

We are writing to notify you that a recent review of the trust account referenced above has identified missing or incomplete documentation required for compliance. To ensure the account remains in good standing, the following deficiencies must be addressed:

- [Insert Deficiency 1, e.g., Missing Trust Agreement]
- [Insert Deficiency 2, e.g., Missing or Expired Identification for Beneficiaries]
- [Insert Deficiency 3, e.g., Unsigned Certification of Trust]
- [Insert Deficiency 4, e.g., Missing Proof of Tax Identification Number]

Please provide the requested documents or corrections to our office no later than **[Insert Deadline Date]**. Failure to provide this information may result in [Insert Consequence, e.g., account restrictions or administrative closure].

Documents can be submitted via the following methods:

- **Email:** [Insert Email Address]
- **Mail:** [Insert Mailing Address]
- **In-Person:** [Insert Office Location]

If you have already submitted these documents or believe this notice was sent in error, please contact us immediately at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Your Name/Department]

[Insert Company/Organization Name]