

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Request for Additional Documentation - Branch Application [Reference Number]**

Dear [Applicant Name],

Thank you for submitting your application to open a new branch office located at [Proposed Branch Address]. We have completed an initial review of your submission.

To proceed with the evaluation of your application, we require the following additional documentation:

- [Description of Document 1]
- [Description of Document 2]
- [Description of Document 3]

Please provide these documents by [Deadline Date] to ensure the timely processing of your request. You may submit the files via [Email Address/Online Portal/Mail].

Please note that the review process is currently on hold until all requested information is received. If you have any questions regarding these requirements, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]