

Date: [Date]

Application Number: [Application Number]

Subject: Pending Conditions - Income and Employment Verification

Dear [Applicant Name],

We are currently reviewing your application for [Purpose of Application]. To complete the processing of your file, we require additional documentation regarding your income and employment status.

Please provide the following outstanding items:

- **Employment Verification:** [e.g., Recent pay stubs for the last 30 days]
- **Tax Documentation:** [e.g., W-2 forms or Tax Returns for the last 2 years]
- **Employer Confirmation:** [e.g., A signed letter from your employer stating start date and current salary]
- **Other:** [List any additional specific requirements here]

Please submit these documents by [Due Date] to avoid any delays or the potential withdrawal of your application. You may upload these files via our secure portal or email them directly to [Email Address].

If you have already submitted these documents, please disregard this notice. Should you have any questions, you may contact our verification department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Company Name]