

Date: [Current Date]

Subject: Notice of Conditional Approval Expiration

Dear [Applicant Name],

We are writing to inform you that your conditional approval for [Application/Loan/Account Type] dated [Approval Date] is set to expire on [Expiration Date].

Our records indicate that we have not yet received the following required documentation:

- [Required Document 1]
- [Required Document 2]
- [Required Document 3]

To prevent your application from being formally declined or withdrawn, please submit these documents no later than [Deadline Date].

You may submit the missing items via the following methods:

- **Email:** [Email Address]
- **Upload:** [Website/Portal Link]
- **In Person/Mail:** [Physical Address]

If you have already submitted these documents, please disregard this notice. If you require an extension or have questions regarding these requirements, please contact us immediately at [Phone Number].

Failure to provide the requested information by the deadline will result in the expiration of your conditional approval, and a new application may be required.

Sincerely,

[Name/Department]
[Organization Name]
[Contact Information]