

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Adverse Action Regarding Your Application

Dear [Applicant Name],

Thank you for your interest in [Company/Property Name]. We are writing to formally notify you that we are unable to move forward with your application for [Employment/Housing/Service] at this time.

This decision was made due to the following reason:

- **Failure to provide required identification documents.**

Per our previous communications dated [Date of Request], we requested [List specific documents, e.g., Photo ID, Social Security Card, Passport] to verify your identity and complete your background screening. As these documents were not received by the established deadline of [Deadline Date], your application is considered incomplete.

If you believe this decision was made in error or if you possess the required documentation and wish to reapply in the future, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Name of Representative]

[Your Title]

[Company Name]