

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: INCOMPLETE APPLICATION - Outstanding Bank Statements

Dear [Applicant Name],

We are currently reviewing your application for [Type of Application/Account]. After an initial assessment, we found that your file is incomplete.

To proceed with your request, we require the following missing documentation:

- Official bank statements for the period of [Start Date] to [End Date].

Please provide these documents by [Deadline Date]. Failure to submit the requested bank statements by this time may result in the automatic withdrawal or rejection of your application.

You may submit the documents via [Submission Method - e.g., online portal, email, or in-person].

If you have already sent these documents or have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]

[Organization Name]