

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Incomplete Application - Missing Bank Statements**

Dear [Applicant Name],

Thank you for submitting your application for [Type of Application/Reference Number].

Upon reviewing your file, we found that it is currently incomplete. We require the following documentation to proceed with the evaluation:

- **Bank Statements:** Please provide official statements for the period of [Start Date] to [End Date] for all relevant accounts.

Please submit these documents by [Deadline Date] via [Submission Method, e.g., online portal/email/mail].

Please note that we cannot finalize our decision until these records are received. Failure to provide the missing information by the deadline may result in the withdrawal or denial of your application.

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

Sincerely,

[Your Name/Department]

[Organization Name]