

Date: [Insert Date]

Application Number: [Insert Number]

Applicant Name: [Insert Name]

Notice of Underwriting Suspension: Missing Documentation

Dear [Applicant Name],

We are currently reviewing your application for [Insert Loan/Policy Type]. During the underwriting process, it was determined that additional information is required to complete our assessment.

At this time, your application has been placed in a **Suspended** status due to the following missing documentation:

- **Full Bank Statements:** Please provide complete statements for the following account(s): [Insert Account Numbers or Name of Bank].
- **Required Period:** Statements must cover the period from [Start Date] to [End Date].

Please ensure that the uploaded documents are complete, including all numbered pages (e.g., Page 1 of 6) and show the account holder's name and transaction history.

Action Required:

Please submit the requested bank statements by [Insert Deadline Date] to avoid the withdrawal or denial of your application. You may submit these documents via [Insert Submission Method, e.g., Online Portal/Email/Fax].

Once the requested documents are received and verified, we will resume the underwriting review process.

If you have any questions, please contact your representative at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department Name]
[Company Name]