

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - [Application ID/Reference Number]

Dear [Applicant Name],

Thank you for submitting your application for [Position/Program Name].

Upon reviewing your file, we found that your application is currently incomplete. We require the following missing information or documents to proceed with the evaluation process:

- [List missing item 1]
- [List missing item 2]
- [List missing item 3]

Please submit the requested items by [Deadline Date] via [Submission Method, e.g., email/online portal].

Please note that we cannot process your application until all required documentation is received. Failure to provide these items by the deadline may result in the withdrawal or rejection 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 Name]

[Organization Name]