

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**RE: Notice of Incomplete Application - Earnest Money Verification**

Dear [Applicant Name],

Thank you for submitting your application for [Property Address/Project Name].

Upon reviewing your file, we found that your application is currently incomplete. We require official verification of your Earnest Money deposit to proceed with the processing of your request.

Please provide one of the following documents:

- A copy of the cancelled Earnest Money check (front and back).
- A bank statement showing the withdrawal of funds.
- An escrow receipt signed by the title company or holding agent.
- A wire transfer confirmation receipt.

Please submit the missing documentation by [Deadline Date] to avoid any delays or the potential cancellation of your application. You may send the documents via [Email Address/Submission Portal/Mailing Address].

If you have already sent this information or have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]