

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Incomplete Application - Insufficient Sourced Deposits**

Dear [Applicant Name],

Thank you for submitting your application for [Type of Application/Loan Number]. Upon reviewing your financial documentation, we have determined that your application is currently incomplete.

Specifically, we require additional information regarding the following deposits identified in your bank statements:

- **Account Number:** [Last 4 digits of Account]
- **Deposit Date:** [Date]
- **Deposit Amount:** [Amount]

To move forward with your application, please provide documentation that clearly shows the source of these funds. Acceptable documentation may include:

- Copy of a cleared check or wire transfer confirmation.
- A signed gift letter and proof of transfer (if the funds were a gift).
- Bill of sale and proof of ownership transfer (if the funds were from a sale of an asset).
- Pay stubs or award letters for non-regular income.

Please submit these documents by [Deadline Date] to avoid any further delays or the potential withdrawal of your application. You may send the documents via [Email Address/Secure Portal/Mailing Address].

If you have any questions regarding this request, please contact me directly at [Phone Number].

Sincerely,

[Officer Name]

[Title]

[Company Name]