

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - Missing Donor Identification

Dear [Applicant Name],

Thank you for submitting your application for [Project/Program Name]. We have completed an initial review of your file.

At this time, your application is marked as **incomplete** because the required Donor Identification is missing or was not provided for the following donor(s):

- [Name of Donor]

To move forward with the processing of your application, please provide a clear copy of one of the following valid forms of identification for each donor listed above:

- Government-issued Photo ID (Driver's License or Passport)
- State-issued Identification Card
- [Other acceptable form of ID]

Please submit the missing documentation by [Deadline Date] via [Submission Method: Email/Online Portal/Mail].

Please note that failure to provide this identification by the deadline may result in the delay or denial of your application. If you have already sent this information, please disregard this notice.

If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Organization Name]