

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Notice of Incomplete Application - Missing Signatures

Dear [Applicant Name],

Thank you for submitting your application for [Loan/Application Type]. Upon reviewing your documentation, we found that your Gift Letter is incomplete.

The following signatures are required to move forward with your request:

- Signature of the Donor
- Signature of the Applicant (Donee)
- Date of signatures

Please ensure that all parties sign and date the attached Gift Letter template. You may return the completed document via [Email/Upload Portal/Mail].

We cannot proceed with the processing of your application until this document is received. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]