

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - Unverified Gift Funds

Dear [Applicant Name],

Thank you for your recent application regarding [Project/Loan/Grant Reference Number]. Upon reviewing your file, we have determined that your application is currently incomplete.

The following documentation is required to verify the gift funds disclosed in your application:

- **Gift Letter:** A signed and dated letter from the donor specifying the gift amount, the donor's relationship to you, and a statement that no repayment is expected.
- **Evidence of Transfer:** Documentation showing the transfer of funds from the donor's account to your account (e.g., wire confirmation or canceled check).
- **Donor Bank Statement:** A recent statement from the donor's financial institution to verify the source and availability of the funds.

Please submit the missing documentation by [Deadline Date]. Failure to provide these records may result in the denial of your application or delays in processing.

You may submit these documents via [Submission Method, e.g., Email/Online Portal/Mail]. If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Organization Name]