

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: ACTION REQUIRED: Missing Divorce Decree for [Your Name/Case Number]

Dear [Recipient Name],

We are currently processing your [Application/Claim/File] regarding [Specific Matter]. Upon reviewing your submitted documentation, we have found that the required **Final Divorce Decree** is missing from your file.

To move forward with your request, we require a complete, court-certified copy of the decree issued by the presiding court. This document must include:

- The final judgment or decree of dissolution of marriage.
- The official court seal or stamp.
- The signature of the presiding judge.

Please submit this document by [Insert Deadline Date]. Failure to provide this information may result in the delay or denial of your [Application/Claim].

You may submit the document via the following methods:

- **Email:** [Insert Email Address]
- **Mail:** [Insert Mailing Address]
- **Online Portal:** [Insert Link if applicable]

If you have already sent this document or have questions regarding this request, please contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Organization Name]