

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Application Suspended - Missing Documentation

Dear [Applicant Name],

We are currently reviewing your application for [Type of Application/Reference Number]. During our initial assessment, we found that your file is incomplete.

As a result, your application has been placed on **suspended status**. To proceed with the processing of your file, we require a formal copy of your signed **Separation Agreement**.

Please submit the requested document by [Deadline Date] via one of the following methods:

- Email: [Email Address]
- Online Portal: [Website URL]
- Mail: [Mailing Address]

Failure to provide this documentation by the date mentioned above may result in the formal denial or closure of your application.

If you have already sent this document or if you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Department]

[Organization Name]