

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Incomplete File - Missing Legal Separation Documents

Dear [Recipient Name],

We are currently reviewing your application/file regarding [Case Number or Reference]. Upon review, we have noted that your file is incomplete.

To proceed with your request, we require the following documentation:

- A certified copy of your Legal Separation Agreement.
- The Court Order or Decree of Legal Separation signed by a judge.

Please submit these documents by [Deadline Date] to ensure there are no further delays in processing your file. You may submit them via [Email Address/Mail/Online Portal].

If you have already provided these documents or have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]