

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

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

Subject: Notice of Incomplete Application - Missing Documentation

Dear [Applicant Name],

Thank you for submitting your application for [Purpose of Application, e.g., Housing/Membership/Benefits] on [Date Application Received].

Upon reviewing your file, we found that your application is currently incomplete. We require the following document to proceed with the processing of your request:

- **Final Divorce Decree:** A complete, signed, and stamped copy of the final judgment of dissolution of marriage.

Please submit the missing document by [Deadline Date] to ensure your application remains active. You may provide this document via [Submission Method, e.g., Email/Online Portal/Mail].

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

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

Sincerely,

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