

Subject: Notice of Incomplete Application - [Applicant Name] - [Application ID/Position]

Dear [Applicant Name],

Thank you for submitting your application for [Name of Position/Program/Service].

Upon reviewing your file, we found that your application is currently incomplete. We require the following missing information or documents to proceed with the evaluation process:

- [List missing item 1]
- [List missing item 2]
- [List missing item 3]

Please submit the requested items by [Insert Date] to ensure your application remains under consideration. You can provide these documents by [Instructions on how to submit, e.g., replying to this email or uploading to the portal].

If we do not receive the missing information by the date mentioned above, your application may be closed or denied.

If you have any questions, please contact [Department/Name] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Organization Name]