

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Notice of Incomplete Application - [Project Name/Reference Number]

Dear [Applicant Name],

Thank you for submitting your application regarding [Property Address/Parcel Number]. We have completed an initial review of the materials provided.

At this time, your application is deemed incomplete due to the following missing documentation:

- **Preliminary Title Report:** A current report (issued within the last [Number] days) is required to verify legal ownership and identify any existing liens, easements, or encumbrances on the property.

Please submit the required Preliminary Title Report via [Submission Method: Email/Portal/Mail]. Please note that the formal processing of your application will remain on hold until this document is received.

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

Sincerely,

[Your Name]

[Your Title]

[Department/Organization Name]