

Date: [Insert Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Incomplete Application - Title Vesting Amendment Amendment

Property Address: [Insert Property Address]

Application Reference Number: [Insert Number]

Dear [Applicant Name],

We have received your request to amend the title vesting for the above-referenced property. Upon initial review, we find that your application is currently incomplete.

To process your request, please provide the following outstanding items:

- [List missing document 1, e.g., Certified Copy of Grant Deed]
- [List missing document 2, e.g., Notarized Affidavit of Death]
- [List missing document 3, e.g., Payment of Processing Fee]
- [List missing information, e.g., Full legal names of all new vestees]

Please submit the requested documentation by [Insert Deadline Date] to avoid the cancellation of your application. Once all required materials are received, we will proceed with the amendment review.

You may submit these items via [Insert Submission Method: Email/Mail/Online Portal].

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

Sincerely,

[Your Name/Department Name]

[Company/Agency Name]