

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: NOTICE OF INCOMPLETE APPLICATION - Pending Escrow Agreement

Dear [Applicant Name],

Thank you for submitting your application for an Escrow Agreement regarding [Property Address or Account Number].

Upon review of your submission, we have determined that your application is currently incomplete. To proceed with the escrow process, we require the following missing information or documentation:

- [Insert Missing Item 1]
- [Insert Missing Item 2]
- [Insert Missing Item 3]

Please provide the requested items no later than [Due Date] to avoid any delays or the cancellation of your pending request. You may submit these documents via [Email Address/Physical Address/Online Portal].

Your application will remain in a "Pending" status until all requirements are met. Once received, we will finalize the review and notify you of the next steps.

If you have any questions or believe this notice was sent in error, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Company Name]