

Date: [Insert Date]

Recipient Name: [Insert Applicant/Tenant Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: NOTICE OF MISSING DOCUMENTS - Rent Verification Required

Dear [Insert Name],

Thank you for submitting your application/documentation regarding [Insert Purpose, e.g., Housing Application / Rental Subsidy].

Upon reviewing your file, we have determined that it is incomplete. We require **Rent Verification** to proceed with your request. Please provide one or more of the following documents:

- A copy of your current, signed Lease Agreement.
- A formal Rent Ledger or payment history from your current landlord.
- A signed Landlord Verification Form (attached if applicable).
- Receipts for the last [Insert Number] months of rent payments.

Please submit the missing documentation by **[Insert Deadline Date]**. Failure to provide this information may result in a delay or denial of your request.

You may submit these documents via:

- **Email:** [Insert Email Address]
- **Fax:** [Insert Fax Number]
- **In Person/Mail:** [Insert Office Address]

If you have already submitted these documents or have any questions, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Your Contact Information]