

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

**Subject: Request for Additional Information - Missing Verification of Rent**

Dear [Applicant Name],

We are currently processing your application for [Purpose of Application, e.g., Mortgage/Rental]. Upon reviewing your file, we noted that the Verification of Rent (VOR) documentation is missing or incomplete.

To move forward with your application, please provide the following:

- A completed Verification of Rent form signed by your current/previous landlord.
- Contact information for your current landlord (Name, Phone, and Email).
- [Optional: Cancelled checks or bank statements showing the last 12 months of rent payments].

Please submit these documents by [Due Date] to avoid any delays in the approval process. You may send them via email to [Email Address] or upload them through our secure portal.

If you have already submitted this information or have any questions, please contact us at [Phone Number].

Sincerely,

[Your Name/Signature]  
[Your Job Title]