

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Notice of Incomplete Application - Missing Signatures

Dear [Applicant Name],

Thank you for submitting your application for [Project/Contract Name or Number].

Upon reviewing your submission, we found that your application is incomplete. Specifically, the following document(s) were not signed:

- [Name of Amendment 1]
- [Name of Amendment 2]

To continue the processing of your application, please sign and return the attached amendments. Please ensure that all required signature fields and dates are completed in full.

Please submit the signed documents by [Due Date] via [Submission Method, e.g., email or portal]. Failure to provide the signed amendments by this date may result in the delay or rejection of your application.

If you have any questions regarding these amendments, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]