

Date: [Insert Date]

Subject: PENDING APPLICATION: Missing Signatures on Purchase Agreement

Dear [Applicant Name],

Thank you for submitting your application regarding [Property Address/Project Name].

We are currently reviewing your file; however, we have noticed that the Purchase Agreement is incomplete. The following signatures are missing:

- [Identify Section, e.g., Buyer Signature on Page 4]
- [Identify Section, e.g., Seller Signature on Page 10]
- [Identify Section, e.g., Witness/Notary Section]

Please note that your application is currently on hold and cannot be fully processed until we receive the fully executed document. To avoid further delays, please sign and return the corrected agreement by [Insert Deadline Date].

You may submit the signed document via [Email/Online Portal/In-person].

If you have any questions regarding where to sign, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]