

[Date]

[Candidate Name]
[Candidate Address]
[City, Postcode]

Subject: Incomplete Registration for [Year] Graduate Scheme

Dear [Candidate Name],

Thank you for your interest in the [Company Name] Graduate Scheme. We are writing to inform you that your registration is currently incomplete.

To proceed with your application, we require the following missing information or documents:

- [Item 1: e.g., Academic Transcripts]
- [Item 2: e.g., Reference Contact Details]
- [Item 3: e.g., Completed Diversity Monitoring Form]

Please log in to the application portal at [Link] to provide the necessary details. The deadline for completing your registration is [Deadline Date].

Please note that if the required information is not received by this date, we will be unable to consider your application for this year's intake.

If you have already submitted these details or are experiencing technical difficulties, please contact our recruitment team at [Email Address].

Best regards,

[Your Name/Department Name]
Graduate Recruitment Team
[Company Name]