

[Date]

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

Re: Notice of Investigation Results - Incomplete Dispute Information

Dear [Consumer Name],

We are writing to notify you regarding the dispute you recently submitted on [Date] concerning the following information in your file: [Account Number/Item Description].

After reviewing your submission, we have determined that we are unable to complete a full investigation because the information provided was incomplete or insufficient to identify the specific error. To proceed with your dispute, we require the following additional information:

- [Specify missing item, e.g., Clear copy of government ID]
- [Specify missing item, e.g., Documentation supporting the claimed error]
- [Specify missing item, e.g., Specific account number or reference number]

Please provide these missing details within [Number] days of the date of this letter. Once we receive the necessary information, we will resume our investigation and provide you with a final determination within the timeframe required by law.

If we do not receive the requested information, we may be unable to move forward with your request, and the information currently on file will remain unchanged.

If you have any questions, please contact our dispute department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Sender Name/Department]  
[Company Name]