

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

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

RE: Notice of Incomplete Dispute Information

Dear [Consumer Name],

We received your request dated [Date of Dispute Letter] regarding information on your credit report. However, we are unable to process your dispute at this time because the information provided was incomplete or insufficient.

To investigate this matter further, please provide the following missing information:

- [List missing item, e.g., Clear copy of government-issued ID]
- [List missing item, e.g., Specific account number being disputed]
- [List missing item, e.g., Supporting documentation for the claim]
- [List missing item, e.g., Proof of current address]

Please mail the requested documents to the address listed at the top of this letter. Once we receive the necessary information, we will proceed with our investigation within the timeframe required by law.

If we do not receive the requested information, we may be unable to complete the investigation of your dispute.

Sincerely,

[Name/Department]
[Company Name]