

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

**Subject: Incomplete Vendor Application - [Company Name]**

Dear [Contact Person Name],

Thank you for your interest in becoming a registered vendor with [Your Company Name]. We have received your application; however, we are unable to process it at this time because some required information is missing or incomplete.

To move forward with your registration, please provide the following:

- [List missing item 1, e.g., Tax Identification Number/W-9]
- [List missing item 2, e.g., Certificate of Insurance]
- [List missing item 3, e.g., Signed Vendor Agreement]
- [List missing item 4, e.g., Business References]

Please submit the missing documentation by [Deadline Date] to avoid delays or the cancellation of your application. You may send the files via [Email Address/Online Portal/Mailing Address].

If you have any questions regarding these requirements, please contact our procurement department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]