

[Date]

[Applicant/Resident Name]

[Address]

[City, State, Zip Code]

Re: Notice of Incomplete Documentation for Assistance Animal Request

Dear [Applicant/Resident Name],

We have received your request for a reasonable accommodation regarding an assistance animal. After reviewing the materials provided on [Date], we have determined that your documentation is currently incomplete.

To process your request, we require the following additional information/documentation:

- [Specify missing item, e.g., Verification of a disability-related need for the animal]
- [Specify missing item, e.g., Professional verification from a healthcare provider]
- [Specify missing item, e.g., Description of the tasks or support the animal provides]

Please provide the missing information by [Date] so that we may finalize the review of your request. You may submit these documents via [Email/Mail/In-Person].

Please note that this is not a denial of your request, but a pause in the process until the necessary information is received.

If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Name/Signature]

[Property Management/Company Name]