

[Date]

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Missing or Incomplete Documentation

Dear [Homeowner Name],

We are writing to you regarding your recent submission for [Purpose of Submission, e.g., Architectural Review / Membership Update / Rental Application].

Upon reviewing your file, the [HOA Name] Board of Directors has determined that your application is currently incomplete. We require the following missing information or documents to proceed with your request:

- [List Missing Document 1]
- [List Missing Document 2]
- [List Missing Document 3]

Please submit the requested items to the Association office by [Due Date]. Please note that we cannot process or approve your request until all documentation has been received.

You may submit these documents via:

- Email: [Email Address]
- In Person/Mail: [Mailing Address]
- Online Portal: [Website URL]

If you have any questions, please contact the management office at [Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Name]

[Title, e.g., Board Secretary / Property Manager]

[HOA Name]