

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Subject: MANDATORY NOTICE: Fifteen (15) Day Submission Deadline

Dear [Recipient Name],

This letter serves as a formal notice regarding the mandatory submission of [Name of Documents/Materials]. Our records indicate that we have not yet received these items from you.

You are hereby notified that you have **fifteen (15) calendar days** from the date of this letter to submit the required documentation. The final deadline for receipt is **[Insert Deadline Date]**.

Failure to provide the requested information by this deadline may result in the following actions:

- [Action 1: e.g., Suspension of services]
- [Action 2: e.g., Application denial]
- [Action 3: e.g., Assessment of late fees]

Please submit your documents via [Insert Method: e.g., Online Portal, Certified Mail, or In-Person].

If you have already submitted these materials, please disregard this notice. For questions or concerns, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]