[Date]

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

Subject: Follow-up regarding missing intake documentation

Dear [Client Name],

We are writing to follow up on the intake documentation required for your [Account/Case/Service]. As of today, we have not received the following items:

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

Please submit these documents by [Deadline Date] to ensure there are no delays in processing your request. You may send them via [Email Address], upload them to our portal, or drop them off at our office.

If you have already sent these documents, please disregard this notice. If you have questions or need assistance completing the forms, please contact us at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]