

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Application Cancellation - Failure to Provide Signature

Dear [Applicant Name],

We are writing to formally notify you that your application for [Type of Application/Service] dated [Date of Initial Request] has been cancelled.

On [Date of Previous Contact], we contacted you regarding your missing signature on the required application form. As we have not received the signed document within the specified timeframe, we are unable to process your request further.

As a result, your file has been closed. If you still wish to proceed with this request, you will need to submit a new application including all required signatures and supporting documentation.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]