[Sender's Name]
[Sender's Department]
[Organization Name]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Status Update: Missing Documentation for [Reference Number/Account Name]

Dear [Recipient's Name],

We are writing to provide an update regarding the status of your application/request for [Project/Service Name].

Upon reviewing your file, we have noted that the following documentation is still missing or incomplete:

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

As a result, your request is currently on hold. We cannot proceed with the final processing until all the items listed above are received.

Please submit these documents by [Deadline Date] via [Submission Method, e.g., email attachment, online portal, or mail].

If you have already sent these documents, please disregard this notice. If you have questions or are experiencing difficulties obtaining these items, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender's Signature]
[Sender's Printed Name]
[Sender's Title]