

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Delay in Processing - Application/Claim Number: [Number]

Dear [Applicant Name],

We are writing to inform you that we are currently unable to complete the processing of your application/claim received on [Date].

Upon review, we found that the following information or documentation is missing:

- [Item 1 Needed]
- [Item 2 Needed]
- [Item 3 Needed]

To avoid further delays or the potential denial of your request, please submit the missing items by [Deadline Date]. You may submit these documents via [Method: Email/Portal/Mail].

Once we receive the required information, we will resume the evaluation of your file. If you have already sent these documents, please disregard this notice.

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

Sincerely,

[Your Name/Department]

[Company/Organization Name]