

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Pending Requirements for [Account/Application Number or Reference]**

Dear [Recipient Name],

We have received your recent submission regarding [Type of Application/Transaction]. However, upon review, we found that your file is incomplete.

To process your request, we require the following items:

- **Missing Signature:** The document titled [Name of Document] was submitted without a signature. Please sign the attached copy where indicated.
- **Required Document:** We have not yet received a copy of your [Name of Missing Document, e.g., Photo ID, Proof of Address].

Please return the signed document and the requested paperwork by [Due Date] to avoid any delays or the cancellation of your request. You may submit these via [Submission Method: Email/Mail/Portal].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]