

[Date]

[Carrier Name]

[Carrier Address]

[City, State, Zip Code]

Re: Missing Information for Carrier Appointment - [Agent/Agency Name]

Dear [Contact Name],

Thank you for submitting your application for carrier appointment with [Company Name].

Upon reviewing your file, we found that the following information or documentation is missing:

- [Item 1: e.g., Copy of current E&O Insurance Certificate]
- [Item 2: e.g., Signed Background Check Authorization]
- [Item 3: e.g., Copy of Resident/Non-Resident State Licenses]
- [Item 4: e.g., Completed W-9 Form]

Please provide the requested items at your earliest convenience so we may finalize your appointment. You may submit these documents via email to [Email Address] or upload them to our portal at [URL].

If you have any questions, please contact our Licensing Department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]