

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Rejection of Application - Missing Documentation

Dear [Applicant Name],

Thank you for your interest in the [Position/Program Name] at [Company/Institution Name].

After reviewing your submission, we regret to inform you that we are unable to process your application at this time. Your application is incomplete as the following required documents were not provided:

- [List Missing Document 1]
- [List Missing Document 2]
- [List Missing Document 3]

As per our policy, only complete applications are eligible for consideration. Therefore, your application has been rejected for this cycle.

[Optional: You are welcome to reapply once you have all the necessary documentation, provided the application period is still open.]

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Institution Name]