

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Incomplete Application for [Position/Program Name]

Dear [Applicant Name],

Thank you for your interest in [Company/Institution Name]. We have received your application for the [Position/Program Name] position.

Upon reviewing your submission, we found that your application is incomplete. Specifically, the following items are missing:

- [Missing Item 1]
- [Missing Item 2]
- [Missing Item 3]

Unfortunately, we cannot process or consider applications that do not meet all submission requirements. As a result, your application has been rejected at this stage.

If you wish to be considered for this role, you are welcome to re-submit a complete application before the closing date of [Deadline Date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Institution Name]