

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Rejection of Certification Documentation - Incomplete Information

Dear [Recipient Name],

Thank you for submitting your certification documentation for [Name of Certification/Program].

After reviewing your submission, we regret to inform you that we cannot accept the proof provided at this time because it is incomplete. Specifically, the following information was missing or unclear:

- [Specify missing item, e.g., Expiration Date]
- [Specify missing item, e.g., Signature of Issuing Authority]
- [Specify missing item, e.g., Full Legal Name]

To move forward with your application, please resubmit the complete documentation containing all required fields. You may send the updated files through [Insert Method: Email/Online Portal/Mail].

Please provide the corrected information by [Insert Deadline Date] to ensure there are no further delays.

If you have any questions regarding these requirements, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Organization Name]