

Shortfall Notice

Date: _____

To: _____

Subject: Shortfall in Submission of Required Documents

Dear _____,

This is to notify you that there is a shortfall in your submission of the required documents for _____. Kindly provide the following missing/deficient documents or information as soon as possible:

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Please submit the above mentioned documents by _____ to avoid any delay in processing your application.

If you have any questions, feel free to contact us at _____.

Thank you for your prompt attention to this matter.

Sincerely,

