

## 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:

- 
- 
- 

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,

\_\_\_\_\_  
\_\_\_\_\_