

Absence of Receipt Notification

Date:

To:

From:

Subject: Absence of Receipt Notification

Dear ,

This is to notify you that we have not received the following document(s)/item(s) as of today:

Kindly confirm the status of the aforementioned document(s)/item(s) or provide an update at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,