

Notice of Absence of Endorsement

Date:

To:

From:

Subject: Notice of Absence of Endorsement

Dear ,

This is to formally notify you that the following document/item has been presented without endorsement as required:

Description of Document/Item:

Kindly take the necessary steps to correct this omission. If you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,