

# Rental Application Incomplete Submission Notice

Date: [Insert Date]

Dear [Applicant's Name],

We hope this message finds you well. We are writing to inform you that your rental application for the property located at [Property Address] has been received; however, it is currently incomplete. To process your application, we require the following information/documents:

- [List specific documents or information needed]
- [List specific documents or information needed]
- [List specific documents or information needed]

We kindly ask you to provide the above items by [Insert Deadline Date] to ensure timely processing of your application. If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]