

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the missing paperwork that we discussed previously. As of today, we have yet to receive the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

It is crucial that we receive these items by [Due Date] to ensure the timely processing of your application. Please let us know if you have any questions or if there's anything we can assist you with.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]