

# Outstanding Document Submission Notification

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Subject: Request for Outstanding Document Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent application for [type of visa/application], submitted on [submission date]. As per the requirements stated during my application process, I would like to remind you about the outstanding documents needed to complete my submission.

The documents requested are as follows:

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

I kindly ask for your assistance in processing my application and would greatly appreciate it if you could inform me of the deadline for submitting these outstanding documents.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Contact Information]