

Notice of Incomplete Application

To,

\$Applicant\_First\_Name\$ \$Applicant\_Last\_Name\$ \$Generated Date in “Mon DD, YYYY” \$  
\$CoApp1\_First\_Name\$ \$CoApp1\_Last\_Name\$  
\$CoApp2\_First\_Name\$ \$CoApp2\_Last\_Name\$  
\$CoSigner1\_First\_Name\$ \$CoSigner1\_Last\_Name\$  
\$CoSigner2\_First\_Name\$ \$CoSigner2\_Last\_Name\$

\$Address Line 1 of Preferred Communication Address\$,  
\$Address Line 2 of Preferred Communication Address\$,  
[\$City of Preferred Communication Address \$], [\$State of Preferred  
Communication Address\$]  
[\$ZipCode of Preferred Communication Address\$]

Dear Sir/ Madam,

Thank you for applying for your \$Business Product Name\$. Our relationship is important, and we appreciate you choosing Future Bank for your borrowing needs.

However, before we can make a decision on your loan or credit line request with Application Number, \$OBO Application ID\$, we require some additional information and/or documentation. Please email it to us at \$Bank\_Email\_ID\$ or bring it to the \$Branch\_Name\$ no later than \$Date in MM/DD/YYYY format calculated as a future Date from today as per Incomplete Application Expiry Period (in Days) \$.

Without this information we will not be able to process your loan application. If we do not receive it by \$Date in MM/DD/YYYY format calculated as a future Date from today as per Incomplete Application Expiry Period (in Days) \$, your loan or credit request will be declined.

We’re here to help you manage your finances with tools, support, and guidance you need to get you where you want to be. And we know that an answer regarding your \$Business Product Name\$ application is an important part of that equation. That’s why we want to finalize your request as soon as you provide us with this missing information. If you have any questions regarding these requirements, please don’t hesitate to call us at \$Bank’s helpdesk number\$.

Thank you for choosing Futura Bank, and we hope to be able to assist you in future.

Sincerely,  
Loan Department \$Branch Name\$,  
\$Bank Name\$