

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Address: [Insert Applicant Address]

City, State ZIP: [Insert City, State ZIP]

Dear [Applicant Name],

Thank you for your interest in renting the property located at [Property Address]. We appreciate the time and effort you have invested in your application.

However, after careful review, we regret to inform you that we are unable to proceed with your rental application at this time. The reason for this decision is that we have not received all of the required documents necessary to complete the application process. Unfortunately, without the full documentation, we are unable to evaluate applications fairly and in accordance with our established guidelines.

If you are still interested in renting with us, we encourage you to submit the missing documents so that we may reconsider your application. Please refer to the rental application guidelines or contact us at [Contact Information] for further details about the documentation required.

We appreciate your understanding and thank you again for your interest. Should you have any questions or wish to reapply with a completed set of documents, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Property Management Name]

[Contact Information]