

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Late Submission of Required Documents

I hope this message finds you well.

I am writing to inform you that we have not yet received the required documents that were due on [due date]. As per our agreement/contract, these documents are crucial for [explain purpose, e.g., completing your application, processing your account, etc.].

Please note that the late submission of these documents may affect [explain potential impacts, e.g., your application status, processing timeline, etc.]. We kindly ask you to submit the necessary documents by [new deadline] to avoid any further delays.

If you are facing any challenges that prevent the timely submission of these documents, please feel free to reach out to me directly so we can discuss potential solutions.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]