

Provisional rejection with option to resubmit

Subject: Preliminary Decision on Your Claim

Hello [Recipient's Name],

We have conducted an initial review of your claim submitted on [date]. At this stage, we are unable to approve your request due to missing or incomplete documentation.

This is not a final rejection. If you can provide the required details, including [list of missing items], we would be happy to reconsider your claim.

Please submit the additional documents within [X days] to avoid your claim being permanently denied.

Thank you for your cooperation.

Best regards,

[Your Name]

[Team/Department Name]

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