

*Date\**

*Name*

*Street*

*City, State, Zip*

Dear *First Name*

A review of your application packet indicates that we require the following item(s) and transcripts before we can submit your application to the Admission Committee:

*Missing Transcript List*

Please submit this information as soon as possible so that we may expedite your admission decision. If you have any questions, please call me at (816) 501-4100 or toll-free at 800-842-6776.

I look forward to working with you during the admission process.

Sincerely,

*Recruiter's name and email*

\*Italicized information merged into letter from Banner system.