

**Fire Department Name**

**Address**

**City, State ZIP Code**

Dept. logo here

# Date

Name

Street Address

City, State, ZIP Code

# Dear (Name),

We have received and reviewed your application to join the (department name) Fire Department. However, before we can schedule an interview we need some additional documents that were omitted from your original application.

The following documents are missing.

[ ]  Completed Application

[ ]  Criminal Background Check Form

[ ]  Fit to Serve Form

[ ]  Medical History Form

[ ]  Copy of Your Current Physical

Copies of these documents can be found on our website (http://www. ) by clicking on the Recruitment link located on the main menu.

Please complete the missing form(s) and return to:

Recruiter’s Name

Address

City, State ZIP Code

If you have questions, please call: (Name and phone number)

We look forward to reviewing your application.

Thank you again for your interest to serve the community.

Sincerely,

(Signatory Name)

The (department name) Fire Department Recruitment Committee