

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Notice of Decision - Insufficient Hardship Documentation

Dear [Applicant Name],

We have completed the review of your application for [Type of Program/Assistance] regarding [Account/Case Number].

At this time, we are unable to approve your request because the documentation provided does not sufficiently demonstrate a qualifying financial hardship according to our guidelines.

Specifically, your application was denied for the following reason(s):

- [List missing document, e.g., Proof of income/Bank statements]
- [List discrepancy, e.g., Reported expenses do not match provided receipts]
- [List lack of evidence, e.g., Failure to demonstrate how the hardship impacts the ability to pay]

If you have additional information or documentation that addresses these concerns, you may submit a new request or provide the missing items within [Number] days for reconsideration.

If you have any questions regarding this decision, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]

[Company Name]