

Date: [Insert Date]

Account Number: [Insert Account Number]

Case Reference: [Insert Reference Number]

Subject: FINAL WARNING: Outstanding Hardship Documentation Required

Dear [Customer Name],

We are writing to follow up on our previous requests dated [Insert Dates of Previous Letters] regarding your application for financial hardship assistance. To date, we have not received the required documentation necessary to assess your request.

Please provide the following outstanding documents by [Insert Deadline Date]:

- [List Document 1, e.g., Recent Pay Slips]
- [List Document 2, e.g., Bank Statements for the last 3 months]
- [List Document 3, e.g., Medical Certificate or Proof of Unemployment]

Important: If we do not receive these documents by the deadline stated above, we will be unable to proceed with your application. Consequently, your hardship request will be closed, and your account will return to our standard collections process. This may result in further recovery actions.

Please submit these documents via one of the following methods:

- **Email:** [Insert Email Address]
- **Online Portal:** [Insert Website Link]
- **Mail:** [Insert Mailing Address]

If you have already sent these documents or if your circumstances have changed, please contact our Hardship Team immediately at [Insert Phone Number] between the hours of [Insert Business Hours].

Sincerely,

[Your Name/Department Name]

[Company Name]