

[Sender Name]
[Sender Title/Department]
[Company Name]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: First Request for Additional Hardship Documentation - Account #[Account Number]

Dear [Recipient Name],

We have received your initial request for hardship assistance. To proceed with the evaluation of your application, we require additional documentation to verify your current financial situation.

Please provide the following documents by [Due Date]:

- [Document 1: e.g., Most recent two months of bank statements]
- [Document 2: e.g., Proof of income or recent pay stubs]
- [Document 3: e.g., Signed hardship affidavit or letter of explanation]
- [Document 4: e.g., Federal tax returns from the previous year]

You may submit these documents via one of the following methods:

- **Email:** [Email Address]
- **Fax:** [Fax Number]
- **Mail:** [Mailing Address]

Please note that we cannot finalize our review until all requested items are received. Failure to provide this information by the date mentioned above may result in the closure of your assistance request.

If you have any questions or have already sent these documents, please contact our office at [Phone Number].

Sincerely,

[Sender Signature]
[Sender Printed Name]