

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Notice of Expiring Hardship Application Documentation

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that the documentation provided for your hardship application is set to expire on **[Expiration Date]**.

To ensure there is no interruption in your assistance program or to remain eligible for further review, we require updated information regarding your financial situation. Please submit the following documents by **[Due Date]**:

- [Required Document 1, e.g., Recent Pay Stubs]
- [Required Document 2, e.g., Bank Statements]
- [Required Document 3, e.g., Proof of Expenses]

You may submit these documents via:

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

If we do not receive the updated documentation by the date mentioned above, your hardship status may be closed, and standard payment terms will resume.

If you have any questions or have already submitted these documents, please contact our Assistance Department at [Phone Number] between [Hours of Operation].

Sincerely,

[Sender Name/Department]

[Company Name]