

[Your Name]
[Your Title/Department]
[Organization Name]
[Date]

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

Subject: Request for Clarification Regarding Financial Hardship Application

Dear [Recipient Name],

We have received your letter regarding your request for financial hardship assistance dated [Date of Original Letter].

After reviewing your submission, we require further clarification on the following points to process your request:

- [Specify first point of clarification, e.g., missing documentation]
- [Specify second point of clarification, e.g., clarification on monthly expenses]
- [Specify third point of clarification, e.g., current employment status]

Please provide the requested information or supporting documentation by [Due Date] so that we may continue our assessment of your situation. If you have any questions regarding this request, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]