

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department]  
[Organization Name]  
[Organization Address]

**RE: Request for Missing Hardship Affidavit Verification Letter - [Your Account or Case Number]**

Dear [Recipient Name],

I am writing to formally request a verification letter regarding the Hardship Affidavit I submitted on [Date of Submission].

My records indicate that my application was completed and sent via [Method of Delivery, e.g., Email/Mail/Online Portal]. However, I have not yet received the official verification letter confirming that my hardship status has been reviewed and processed.

This verification is required for [Reason for Request, e.g., my loan modification / financial assistance program / housing application]. Please provide a letter stating the status of my affidavit and confirming whether the hardship has been verified.

I have attached a copy of my original submission for your reference. Please send the verification letter to my address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to hearing from you within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]