

**Date:** [Insert Date]

**To:** [Name of Contact Person or Department]

**Organization:** [Name of Institution/Company]

**Account Number:** [Insert Account Number, if applicable]

**Subject: URGENT: Request for Updated Financial Hardship Proof Letter**

Dear [Name of Contact Person],

I am writing to formally request an updated letter verifying my current financial hardship status. This documentation is required immediately for [state purpose, e.g., a loan modification, rental assistance application, or tuition waiver].

Due to a pending deadline on [Insert Deadline Date], I kindly ask that this letter be processed as a matter of urgency. The letter should confirm my current situation regarding [mention specific details, e.g., loss of income, medical expenses, or reduced work hours].

Please include the following information in the document:

- Current date of issuance
- Verification of my financial status
- Contact information for your office for verification purposes

You may send the document via email to [Insert Email Address] or by fax to [Insert Fax Number].

Thank you for your immediate attention to this request. I look forward to receiving the document shortly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]