

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Request for Additional Evidence Regarding Hardship Claim - [Reference/Account Number]

Dear [Recipient Name],

I am writing to you regarding your request for [type of assistance, e.g., loan modification, fee waiver, or program enrollment] based on financial hardship, which we received on [Date].

After reviewing your initial application, we require further documentation to complete our assessment of your situation. Please provide the following evidence to support your claim:

- [Item 1: e.g., Copy of most recent federal tax returns]
- [Item 2: e.g., Bank statements for the past three months]
- [Item 3: e.g., Proof of unexpected medical expenses or loss of employment]
- [Item 4: e.g., A detailed letter explaining your current financial circumstances]

Please submit these documents by [Deadline Date] to ensure your request is processed in a timely manner. You may send the information via [email/mail/online portal].

If we do not receive the requested documentation by the date mentioned above, we may be unable to move forward with your request. If you have any questions or are unable to obtain these documents, please contact us at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Department]