

Hardship Withdrawal Documentation Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Institution/Organization Name]

[Office/Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my documentation for a hardship withdrawal from my [course/program] due to [briefly describe the reason for your hardship]. I understand that this process requires the submission of relevant documents to support my request.

Enclosed with this letter, please find the following documentation:

- [Document 1: e.g., Medical records]
- [Document 2: e.g., Financial statements]
- [Document 3: e.g., Letters of support]

I kindly request your understanding and support in processing my application for a hardship withdrawal. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]