

Financial Hardship Assistance Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the availability of financial hardship assistance that may be available to you during this challenging time.

If you are experiencing financial difficulties, we encourage you to reach out to our office to discuss your situation. Our team is here to help you navigate the process and explore the assistance options that may be suitable for you.

To apply for financial hardship assistance, please complete the enclosed application form and return it to our office by [Insert Deadline]. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter. We are committed to supporting you during this difficult time.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]