

# Eligibility Verification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the Water Conservation Rebate Program has been received. To proceed with the verification of your eligibility, we kindly request the following information:

- Proof of residency (e.g., utility bill, lease agreement)
- Documentation of water-saving measures implemented
- Photos of the installed water conservation devices (if applicable)

Please submit the requested documents by [Insert Deadline] to ensure timely processing of your application. You may send them via email to [Insert Email] or mail them to [Insert Mailing Address].

Thank you for your participation in promoting water conservation in our community. If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Organization/Agency Name]

[Contact Information]