

# Letter of Documentation Submission

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my documentation in support of my request for a financial hardship loan. Due to unforeseen circumstances, [briefly explain your situation, e.g., loss of income, medical expenses], I am in need of assistance to help me navigate this challenging time.

Enclosed with this letter are the following documents to support my application:

- [Document 1 - e.g., Pay stubs]
- [Document 2 - e.g., Bank statements]
- [Document 3 - e.g., Medical bills]
- [Document 4 - e.g., Proof of unemployment]

Thank you for considering my request. I appreciate your understanding and support during this difficult period. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]