

Economic Hardship Approval Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Economic Hardship Approval

We are pleased to inform you that your request for economic hardship assistance has been reviewed and approved. After careful consideration of your circumstances, we understand the challenges you are currently facing.

This assistance is intended to alleviate some of the financial burdens that have arisen due to [briefly explain the situation, e.g., job loss, medical expenses, etc.]. Your commitment to improving your situation has not gone unnoticed.

You are eligible for [include details about the assistance provided, e.g., financial aid amount, loan modification terms, etc.]. We believe this support will help you navigate through these difficult times.

To proceed, please sign and return the attached agreement by [insert deadline]. Should you have any questions or require further assistance, do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding during this process. We wish you the very best as you work towards overcoming your challenges.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]