

# Documentation Request for Utility Aid Eligibility

Date: [Insert Date]

Recipient Name  
Recipient Title  
Utility Company Name  
Address Line 1  
Address Line 2  
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally request documentation related to my eligibility for utility aid. As part of the application process, I understand that you may require specific information to assess my situation and determine the appropriate assistance.

Please provide the following documents:

- Proof of income (e.g., recent pay stubs or tax returns)
- Identification verification (e.g., driver's license or state ID)
- Current utility bill
- Any other relevant documentation

Sincerely,

[Your Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[Your City, State, ZIP Code]  
[Your Phone Number]  
[Your Email Address]