# Utility Assistance Program Required Documentation

Date: _____

Recipient Name: _____

Recipient Address: _____

City, State, Zip: _____

Dear [Recipient Name],

Thank you for your interest in the Utility Assistance Program. To process your application, please ensure that you submit the following required documentation:

- Proof of identification (e.g., driver's license, state ID)
- Proof of residence (e.g., lease agreement, utility bill)
- Income verification (e.g., pay stubs, tax returns)
- Current utility bills for all household utilities
- Completed application form

All documents should be submitted by [Submission Deadline Date]. Please ensure that all copies are legible and that all required information is included to avoid delays in processing.

If you have any questions or need assistance, feel free to contact our office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

[Phone Number]

[Email Address]