

# Utility Assistance Program Timeline for Assistance

Dear [Recipient's Name],

We are pleased to inform you about the timeline for the Utility Assistance Program. Below are the key dates and activities to help you navigate the application process:

- **Application Period:** [Start Date] to [End Date]
- **Document Submission:** Please submit required documents by [Submission Deadline].
- **Review Process:** [Review Start Date] to [Review End Date]. Our team will review your application and documents.
- **Notification of Assistance:** You will receive notification of your assistance status by [Notification Date].
- **Assistance Disbursement:** Approved assistance will be disbursed on [Disbursement Date].

If you have any questions regarding this process, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]