

[Company Name]  
[Billing Department Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Subject: Approval of Financial Hardship Discount

Dear [Customer Name],

We are writing to inform you that your application for a Financial Hardship Discount has been approved. We understand that personal circumstances can change, and we are pleased to support you during this time.

**Discount Details:**

- **Account Number:** [Account Number]
- **Discount Amount:** [Percentage or Dollar Amount]% off your monthly bill
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date/Review Date]

The discount will be automatically applied to your upcoming billing cycles. Please note that this assistance is valid until [Expiration Date]. If your financial situation continues beyond this period, you may submit a request for a re-evaluation thirty (30) days prior to the expiration date.

Should your financial circumstances improve before the expiration of this discount, we kindly ask that you notify us so that we may allocate resources to other customers in need.

If you have any questions regarding your bill or this discount, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]  
[Title]  
[Company Name]