

[Your Name/Organization Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Address Line 1]
[City, State, Zip Code]

RE: Fulfillment of Request for Itemized Statement - Account Number: [Account Number]

Dear [Recipient Name],

This letter is in response to your recent request for an itemized statement regarding your outstanding balance and your application for financial hardship assistance.

As requested, please find the enclosed itemized statement for the account referenced above. This document provides a detailed breakdown of all charges, credits, payments, and adjustments applied to your account for the period of [Start Date] to [End Date].

We acknowledge your current financial situation and are reviewing your request for hardship assistance. The enclosed statement is intended to provide the transparency required for your records and to assist in the evaluation of your financial assistance application.

Next Steps:

- Please review the enclosed statement for accuracy.
- If you have additional documentation required for your hardship application, please submit it by [Deadline Date].
- A representative from our financial assistance team will contact you within [Number] business days regarding the status of your application.

If you have any questions concerning the specific items listed on this statement or the status of your hardship request, please contact our Billing Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosure: Itemized Statement of Account