

Written Statements

If you cannot produce any of the required documents you must write a brief statement with a legitimate explanation why. These statements only need to be 1-3 sentences long, but they must be signed and dated. Each missing piece of documentation requires a separate statement, written on a separate sheet of paper. The example below is typed and signed; however, these statements may be handwritten in black ink as well. (Blue ink can become illegible when faxed)

EXAMPLE:

To whom it may concern,

I do not have two recent paycheck stubs because I am currently not working. I haven't received a paycheck since I was laid off five months ago in January.

Sincerely,

John Doe 6/26/2007

John Doe