

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request support regarding my application for the Personal Independence Payment (PIP). My circumstances, as you may be aware, have made it increasingly difficult for me to manage daily tasks and living independently.

[Provide a brief overview of your situation, including any relevant medical conditions, disabilities, or challenges you face.]

I would greatly appreciate your assistance in ensuring that my application accurately reflects my needs. Specifically, I would like to request [list any specific actions, documents, or information you need assistance with].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]