

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the DCF subsidy for [specify purpose, e.g., child care assistance, housing support, etc.]. My name is [Your Name], and I am currently residing at [Your Address].

Due to [briefly explain your circumstances, e.g., financial hardship, change in employment, etc.], I am seeking assistance to help support [specific needs related to the subsidy].

I have attached the necessary documentation, including [list documents such as income verification, identification, etc.], to support my application.

Thank you for considering my application. I appreciate any support you can provide during this challenging time. Please feel free to contact me if you need any more information or further documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]