

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

[Recipient's Name]
[Department of Children and Families (DCF)]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance from the Department of Children and Families (DCF) for [specific type of aid or support you are seeking, e.g., financial assistance, child care support, etc.].

Due to [briefly explain your situation, e.g., unexpected medical expenses, loss of employment, etc.], I am currently facing challenges that have made it difficult for me to provide for my family's needs. I have attached all necessary documentation to support my request, including [list any documents you are including, e.g., income statements, letters from employers, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your consideration and support.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]