

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Human Services]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for DHS Eligibility

I hope this letter finds you well. I am writing to formally apply for eligibility under the Department of Human Services (DHS) programs.

I have attached the necessary documentation to support my application, including:

- Proof of income
- Identification documents
- Proof of residency
- Any additional required forms

I believe that my circumstances align with the criteria set forth by DHS, and I respectfully request your consideration of my application. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

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)]