

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Labor and Agency/Organization Name]  
[Agency Address]  
[City, State, Zip Code]  
Subject: Request for Assistance  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to formally request assistance regarding [briefly describe the issue or assistance you need].  
[Provide a detailed explanation of your situation, any relevant background information, and specify what kind of assistance you are requesting.]  
I have attached [list any documents or information you've included, such as forms, proof of eligibility, etc.] for your review.  
I appreciate your attention to this matter and look forward to your prompt response. Thank you for your assistance.  
Sincerely,  
[Your Name]  
[Signature (if sending a hard copy)]