

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

Dear [Recipient's Name],

I am writing to seek assistance regarding the food stamp program due to [brief explanation of your situation, e.g., financial hardship, unexpected expenses, loss of income].

As [provide brief details about your current situation, e.g., family composition, employment status, etc.], I am facing difficulties in providing enough nutritious food for myself and my family. I believe that the food stamp program would greatly assist us in obtaining the necessary resources to improve our situation.

I have attached the relevant documents, including [list any attached documents, such as proof of income, identification, etc.], to demonstrate my current circumstances.

I appreciate your time and assistance in this matter and look forward to your support.

Thank you for considering my request.

Sincerely,

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