

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

Subject: Adjustment of Food Stamp Benefits

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my food stamp benefits due to [briefly explain the reason for the adjustment, e.g., a change in income, household size, or expenses].

My case number is [Your Case Number], and I have been a recipient of food stamp benefits since [Start Date of Benefits]. Since my last review, my circumstances have changed, and I am seeking to update my information to ensure I receive the appropriate level of assistance.

[Provide specific details regarding the changes in your situation, including any relevant documentation attached, such as income statements, medical bills, or proof of household size.]

I kindly ask that you review my case and make the necessary adjustments as soon as possible. Thank you for your attention to this matter. I appreciate your help and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]