

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

[Recipient Name]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Subject: Verification of Food Stamp Eligibility

Dear [Recipient Name],

I am writing to formally request verification of my eligibility for the Food Stamp Program. Below are my details for your reference:

- Name: [Your Full Name]
- Case Number: [Your Case Number]
- Address: [Your Address]
- Date of Birth: [MM/DD/YYYY]

I have been a participant in the program since [Start Date] and am seeking confirmation of my current status and eligibility. Please find attached relevant documents for your review.

Thank you for your assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]