

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

Subject: Application for Food Stamp Benefits

Dear [Caseworker's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to formally apply for food stamp benefits for myself and my household. Due to [briefly describe your situation, e.g., job loss, medical issues, etc.], I am currently facing financial challenges and require assistance to provide adequate nutrition for myself and my family.

Enclosed with this letter are the required documents, including:

1. Proof of income (pay stubs, bank statements, etc.)
2. Identification (copy of my ID or Social Security card)
3. Proof of residency (utility bill or lease agreement)
4. Any other relevant documentation

I am eager to provide any additional information needed to process my application. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature] (if sending a hard copy)