

[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],

Subject: Request for Food Stamp Eligibility Assessment

I hope this letter finds you well. I am writing to inquire about my eligibility for food stamp assistance. Due to [briefly explain your situation, e.g., loss of income, medical expenses], I am in need of support to provide for my family.

Please find the following information regarding my household:

- Number of household members: [Number]
- Total monthly income: [Income amount]
- Monthly expenses: [List major expenses]

I would appreciate it if you could provide guidance on the next steps in the eligibility assessment process. If any additional documentation is required, please let me know.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]