

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request assistance with food stamp benefits due to my current financial situation.

I am facing [briefly explain your circumstances, e.g., job loss, health issues, etc.], which has significantly impacted my ability to afford groceries and basic nutrition for myself and my family.

I have attached the necessary documentation to support my application, including [list any documents you are including, such as proof of income, identification, etc.].

I would greatly appreciate your consideration of my request and any assistance you can provide during this challenging time. Thank you for your attention to this matter.

Sincerely,  
[Your Name]