

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

Subject: Inquiry Regarding Food Stamp Case Status

Dear [Agency Representative's Name],

I hope this letter finds you well. I am writing to inquire about the status of my food stamp application, submitted on [date of application].

My case number is [case number].

As of today, I have not received any updates regarding my application, and I would appreciate any information you could provide regarding its current status. Additionally, if there are any outstanding documents or further actions required on my part, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]