

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

Subject: Income Reporting for Food Stamp Eligibility

Dear [Agency Representative's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to report my income as part of my ongoing eligibility for the food stamp program.

My details are as follows:

- \*\*Name:\*\* [Your Full Name]
- \*\*Case Number:\*\* [Your Case Number]
- \*\*Date of Birth:\*\* [Your Date of Birth]

As of the current date, my income is as follows:

- \*\*Source of Income:\*\* [e.g., Employment, Social Security, Unemployment]
- \*\*Monthly Income Amount:\*\* \$[Amount]
- \*\*Frequency of Payment:\*\* [e.g., Weekly, Bi-weekly, Monthly]

Please find attached relevant documentation supporting my reported income, including [list any attached documents, e.g., pay stubs, bank statements, tax returns].

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]