

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Office of SNAP Benefits]  
[Address of SNAP Office]  
[City, State, Zip Code]

Dear [SNAP Office/Case Worker's Name],

Subject: SNAP Benefits Application/Inquiry

I hope this letter finds you well. I am writing to [apply for/ inquire about/ update my status regarding] my SNAP benefits.

[Provide a brief explanation of your situation, including any necessary details about your application, current status, or any changes in your circumstances.]

I have attached [any relevant documents, if applicable] for your reference.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number (if applicable)]