

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Social Services/Food Stamp Office Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

RE: Application for Food Stamp Benefits

I am writing to formally submit my application for food stamp benefits, as I am in need of assistance to provide for my household's nutritional needs.

Attached to this letter, you will find all the necessary documentation, including proof of income, household size, and expenses. I have completed the application form and provided any other supporting documentation as required.

My household consists of [number] individuals, including [briefly outline household members, e.g., children, elderly, disabled persons], and our current financial situation has made it increasingly difficult to afford adequate food.

I would appreciate any assistance you can provide and would like to request a confirmation of receipt of my application. Please do not hesitate to contact me at [your phone number] or [your email address] if you require further information.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]