

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Agency/Department Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for Food Stamp Benefits

I am writing to formally apply for food stamp benefits to assist me with my nutritional needs. I am currently facing financial difficulties that have made it challenging to provide adequate food for myself/my family.

****Personal Information:****

- Full Name: [Your Name]
- Birth Date: [Your Birth Date]
- Social Security Number: [Your SSN]
- Number of People in Household: [Number]
- Address: [Full Address]

****Financial Overview:****

- Monthly Income: [Your Monthly Income]
- Employment Status: [Your Employment Status]
- Any additional sources of income: [List any other sources]

****Special Circumstances:****

[Briefly describe any special circumstances, such as medical conditions, children, elderly family members, etc., that may support your application.]

Enclosed are copies of the required documents to support my application, including:

1. Proof of identity
2. Proof of residence
3. Proof of income for the last [specify period]
4. Any other relevant documents

I appreciate your attention to this matter and look forward to your prompt response regarding my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information or documentation.

Thank you for considering my application for food stamp benefits.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]