

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Social Services/Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request assistance with food stamps (SNAP benefits) for myself and my household.

Due to [briefly explain your situation, e.g., job loss, medical issues, etc.], I am currently facing financial difficulties and am in need of support to ensure my family has access to adequate nutrition.

I have attached the necessary documents, including [list any enclosed documents, e.g., proof of income, identification, etc.], to support my application.

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

Sincerely,
[Your Name]