

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

Dear [Recipient's Name],

I am writing to formally submit my application for food assistance through the Supplemental Nutrition Assistance Program (SNAP). With the increasing challenges I have faced regarding my financial situation, I am in need of assistance to help provide nutritional support for myself and my family.

I have completed the application form and have included all necessary documentation required to support my eligibility. Please find enclosed the following documents:

- Completed SNAP application form
- Proof of income
- Identification documents
- Any other relevant information

I appreciate your consideration of my application and am hopeful for a positive response. If you require any additional information or documents, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]