

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Application for Food Stamp Benefits

Dear [Agency Representative],

I am writing to formally apply for food stamp benefits for myself and my family. Due to [briefly explain your circumstances, e.g., loss of employment, medical expenses], I am currently facing financial hardship and require assistance to secure adequate nutrition.

My household consists of [number of members], including [list any dependents]. Our combined monthly income is [state your income], which is insufficient to meet our basic needs.

I have attached the necessary documentation, including proof of income, identification, and any relevant expenses. Please let me know if you require any additional information.

Thank you for your time and consideration. I look forward to your prompt response regarding my application.

Sincerely,
[Your Name]