

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

Dear [Recipient Name],

I am writing to formally apply for food stamp assistance for myself and my household. Due to [briefly explain your circumstances, e.g., unemployment, low income, etc.], I am in need of support to provide adequate nutrition for my family.

[Include a paragraph detailing your financial situation, number of household members, and any relevant information that may support your application.]

Enclosed are the required documents, including [list any attached documents such as proof of income, identification, household composition, etc.]. I appreciate your time and consideration in reviewing my application.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]