

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with my food stamp application process. Due to [brief explanation of your situation, e.g., financial hardships, health issues], I am in need of support and guidance in completing my application.

I have gathered the necessary documents, including [list any relevant documents, e.g., proof of income, identification, etc.], but I am unsure of the next steps. If possible, I would appreciate your help in understanding the requirements and ensuring my application is completed accurately.

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]