

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

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to formally apply for food stamp assistance. I am currently facing financial difficulties due to [briefly explain your situation, e.g., loss of job, medical bills, etc.].
My current household composition includes [number of adults and children, along with ages if applicable]. Our combined income is [state your monthly income], which is insufficient to meet our basic food needs.
I have attached the necessary documentation, including [list any included documents: income proof, identification, etc.].
Thank you for considering my application. I look forward to your timely response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]