

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

Dear [Recipient Name],

I am writing to formally request assistance in obtaining food stamp benefits under the Supplemental Nutrition Assistance Program (SNAP). Due to [briefly explain your circumstances, e.g., recent job loss, reduced income, medical expenses], I am having difficulty providing adequate nutrition for myself and my family.

I believe I meet the eligibility requirements for the program and would appreciate any assistance you can provide. Please find attached the necessary documents to support my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]