

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

[Recipient's Name]
[Recipient's Title]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding my eligibility for the food stamp program (Supplemental Nutrition Assistance Program, SNAP) and to express my intention to apply for assistance.

As a [briefly explain your current situation, e.g., single parent, unemployed, etc.], I am facing financial challenges that have made it increasingly difficult to provide adequate nutrition for myself and my family. I believe that the resources provided by the SNAP program could greatly assist us in meeting our basic food needs.

I would appreciate it if you could provide any relevant information regarding the application process, eligibility requirements, and documents necessary to support my application. Additionally, if there are any upcoming workshops or resources that could help me better understand the program, I would be eager to participate.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]