

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

[Recipient's Name]
[Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for food stamp benefits through the [Name of the Program] program. Due to [briefly explain your situation, e.g., job loss, medical expenses, etc.], my current financial situation has made it increasingly difficult to provide sufficient food for myself and my family.

I understand that food assistance is available to individuals and families who meet certain eligibility criteria, and I believe I qualify based on [mention any relevant criteria like income, family size, etc.]. Attached to this letter, you will find the required documents to support my application, including [list documents such as proof of income, identification, etc.].

I appreciate your time and consideration of my application. If you require any further information or documentation, please do not hesitate to contact me at [your phone number or email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]