

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

Dear [Recipient Name],

I am writing to formally apply for food stamp benefits for myself and my family. Due to [briefly explain your circumstances, e.g., loss of employment, reduced income, etc.], we are currently facing financial challenges that make it difficult to provide adequate food for our household.

Our household consists of [number of family members and their ages]. We believe that we meet the eligibility requirements for the food stamp program and would appreciate any assistance you can provide in processing our application.

Enclosed are the necessary documents, including proof of income, identification, and any other required forms. Please let me know if you need any additional information or documentation.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]