

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

[Recipient's Name]
[Recipient's Title]
[Agency Name]

[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Food Stamp Assistance

I hope this letter finds you well. I am writing to formally request assistance through the Food Stamp program due to my current financial situation.

[Briefly explain your situation, including any relevant details such as unemployment, low income, or other circumstances that have impacted your ability to purchase food.]

I believe I meet the eligibility requirements for the program and would greatly appreciate any support you can provide. I have attached the necessary documentation to support my application, including [list any attached documents, such as proof of income, identification, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]