

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

[Recipient's Name]  
[Title/Position]  
[Department Name]  
[Government Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Service Request for [Specify Service]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request  
[specific service or assistance] from [government agency/service  
department].

[Provide a brief description of your situation and the specific service  
you need, including any relevant details or background information.]

I would appreciate your prompt attention to this matter, and I am happy  
to provide any further information or documentation that may be required.

Please let me know how I can assist in expediting this request.

Thank you for your assistance. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]