

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

Social Security Administration

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

Subject: Application for Social Security Benefits

Dear Sir/Madam,

I am writing to formally apply for Social Security benefits. My name is [Your Full Name], and my Social Security number is [Your SSN].

I am requesting benefits due to [reason for applying, e.g., retirement, disability, etc.]. Please find enclosed all the necessary documents to support my application, including [list documents, e.g., birth certificate, proof of income, medical records, etc.].

I appreciate your attention to my application. If you require any additional information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your SSN]