

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

Social Security Administration

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

Subject: [Purpose of the Letter]

Dear [Recipient's Name/To Whom It May Concern],

I am writing to [briefly state the purpose of your letter, e.g., request information, appeal a decision, etc.].

[Provide detailed information about your situation, including relevant dates, Social Security Number, and any other necessary details.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Social Security Number (if necessary)]