

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Social Security Administration
[Office Address]
[City, State, ZIP Code]
Subject: [Subject of the Correspondence]
Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to [state the purpose of your letter, e.g., request
information, appeal a decision, etc.]. My Social Security Number is [your
SSN], and my date of birth is [your DOB].
[Provide a detailed explanation of your situation or request. Include any
relevant information, such as claim numbers, dates, and circumstances.]
Enclosed are copies of [list any documents you are enclosing, if
applicable].
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]