

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

Social Security Administration

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

Subject: Request for Social Security Information

Dear Sir/Madam,

I am writing to request [specific information/documentation needed, e.g., a copy of my Social Security card, benefits statement, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]

If you require any additional information or documentation to process my request, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,  
[Your Name]