

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

[Social Security Administration]
[Office Address]
[City, State, Zip Code]

Subject: Termination of Social Security Benefits

Dear [Social Security Administration Officer/Recipient's Name],
I am writing to formally request the termination of my Social Security benefits. My details are as follows:

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

The reason for this termination is [state the reason, e.g., return to work, change in income, etc.]. I would appreciate your prompt attention to this matter and would like to ensure that all necessary steps are taken to finalize the termination of my benefits.

Please let me know if any additional information or documentation is required to process my request.

Thank you for your assistance.

Sincerely,

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