

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

Social Security Administration

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

Dear Sir/Madam,

Subject: Application for Social Security Benefits

I am writing to formally apply for Social Security benefits. My personal information is as follows:

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

I am applying for [type of benefits, e.g., retirement, disability] due to [brief explanation of circumstances justifying your application].

Enclosed with this letter are the necessary documents to support my application, including:

1. [List of enclosed documents, e.g., identification proof, medical records, etc.]
2. [Document 2]
3. [Document 3]

I appreciate your consideration of my application. Should 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]