

[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: [Purpose of the Letter, e.g., Request for Information, Appeal of Decision]

I am writing to [briefly explain the purpose of your letter. For example, "request information regarding my Social Security benefits" or "appeal the recent decision made on my claim for disability benefits."]

[Provide any necessary details related to your case, such as your Social Security number, relevant dates, and any previous correspondence you have had with the SSA.]

I appreciate your assistance in this matter and look forward to your prompt response. Should you need any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]