

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

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

Subject: Response to Request for Information - SSDI Claim #[Claim Number]

Dear [Caseworker's Name or "To Whom It May Concern"],  
I am writing to respond to your request for additional information  
regarding my Social Security Disability Insurance (SSDI) claim dated  
[Date of Request].

[Briefly state the specific information requested, and your response to  
each point. Provide clear and detailed information to address the  
request.]

1. [Point 1: Provide relevant details]
2. [Point 2: Provide relevant details]
3. [Point 3: Provide relevant details]

I have attached copies of [mention any enclosed documents, if applicable]  
that further support my claim. Please let me know if you require any  
additional information or documentation to proceed with my case.

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,

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