

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my consideration for Supplemental Security Income (SSI) benefits.

[Briefly state your situation and why you are applying for SSI. Include any relevant medical conditions, financial circumstances, or other pertinent details.]

I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,
[Your Name]