

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

Social Security Administration

[Local SSA Office Address]  
[City, State, Zip Code]

Dear Social Security Administration,

Subject: Application for Supplemental Security Income (SSI)

I am writing to formally apply for Supplemental Security Income (SSI) benefits. My name is [Your Full Name], and I am a resident of [Your State]. I am currently experiencing financial difficulties due to [briefly describe your situation and any disabilities or limitations].

I believe I am eligible for SSI benefits because [state your reasons based on income, resources, and any qualifying disabilities]. I have attached all necessary documentation, including [list documents such as medical records, financial statements, etc.].

I kindly request a review of my application and look forward to receiving further instructions regarding the process. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]