

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

[Recipient's Name]
[Title]
[Social Security Administration]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Supplemental Security Income (SSI)

I am writing to formally request Supplemental Security Income (SSI) benefits due to my current financial and medical situation. My name is [Your Full Name], and my Social Security number is [Your SSN].

I am currently facing [briefly describe your medical conditions and financial difficulties]. These circumstances have significantly impacted my ability to work and maintain a stable income.

Enclosed with this letter are the necessary documents to support my application, including [list any accompanying documents, such as medical records, financial statements, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me if you require any additional information.

Thank you for your consideration.

Sincerely,

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