

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

Social Security Administration

[Office Address]
[City, State, ZIP Code]

Subject: Request for Social Security Benefits

Dear Sir/Madam,

I am writing to formally request my Social Security benefits. My name is [Your Full Name], and my Social Security Number is [Your SSN].

[Briefly explain your situation or reason for the request, e.g., applying for retirement benefits, disability benefits, etc.]

I have enclosed the necessary documents to support my application, including [list any documents you are including, e.g., proof of identity, medical records, etc.].

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

Sincerely,

[Your Handwritten Signature]
[Your Printed Name]