

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

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

Subject: Request for SSI Assistance

Dear [SSA Representative's Name],

I am writing to formally request assistance regarding my Supplemental Security Income (SSI) application. I believe I am eligible for benefits due to [briefly explain your circumstances, such as disability, limited income, etc.].

[Provide additional details about your situation, such as medical conditions, financial hardships, or any relevant information that supports your eligibility.]

I have attached [list any documents you are including, such as medical records, financial statements, etc.] to support my application.

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

Sincerely,
[Your Name]