

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Social Security Administration]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Application for Supplemental Security Income (SSI)

I am writing to formally apply for Supplemental Security Income (SSI) benefits. My name is [Your Name], and I am [Your Age] years old. I am currently residing at [Your Address].

Due to [briefly explain your disability, financial need, or circumstances that qualify you for SSI], I believe I meet the eligibility requirements for SSI benefits as outlined by the Social Security Administration.

Enclosed with this letter are the following documents to support my application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would appreciate your prompt attention to my application. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my application.

Sincerely,

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