

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Request for QMB Eligibility Clarification

Dear [Recipient Name],

1. ****Introduction****

- Briefly state the purpose of your letter.
- Mention your interest in the QMB program.

2. ****Personal Information****

- Provide your full name, date of birth, and relevant identification numbers.

3. ****Request for Clarification****

- Clearly state the specific information or clarification you are seeking regarding QMB eligibility.

4. ****Supporting Information****

- Include any relevant documentation or previous correspondence related to your request.

5. ****Conclusion****

- Thank the recipient for their time and assistance.
- Provide your contact information for follow-up.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]