

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

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

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

I am writing to request verification of my Social Security Income for the purpose of [state the reason, e.g., applying for assistance, housing, etc.]. My name is [Your Full Name], and my Social Security Number is [Your SSN].

Please find the details of my request below:

- Type of Social Security Income: [e.g., Social Security Disability Income, Supplemental Security Income]
- Claim Number: [Your Claim Number, if applicable]
- Time Period for Verification: [Specify the time period needed for verification]

I would appreciate your assistance in providing this verification as soon as possible. Should you require any further information or documentation, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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