

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization/Agency Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about my eligibility for temporary disability benefits. Due to [briefly explain your situation or condition], I need to understand the process and requirements involved in applying for these benefits.

Could you please provide me with information regarding the eligibility criteria, necessary documentation, and any deadlines I should be aware of? I would greatly appreciate any guidance you can offer as I navigate this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]