

Eligibility Inquiry Response

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent inquiry regarding eligibility for benefits provided by our agency. We appreciate your proactive approach in seeking assistance.

After reviewing the information you submitted, we would like to inform you that you are eligible for the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

To proceed with your application, please provide the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

If you have any questions or require further assistance, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Thank you for reaching out to us, and we look forward to assisting you further.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]