

# Social Service Agency

1234 Help Lane  
Cityville, ST 12345  
Phone: (123) 456-7890  
Email: info@socialserviceagency.org

**Date:** \_\_\_\_\_

To Whom It May Concern,

This letter is to verify that [**Client's Full Name**] has been receiving assistance from our agency since [**Start Date**]. The type of assistance provided includes:

- Financial Aid
- Food Assistance
- Housing Support

As of [**Current Date**], [**Client's Full Name**] is actively participating in our programs and remains eligible for assistance.

If you have any further questions or require additional information, please do not hesitate to contact our office.

Sincerely,

[**Your Name**]  
[Your Title]  
Social Service Agency