

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

Recipient Name
Social Service Agency Name
Agency Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request assistance from [Social Service Agency Name]. Due to [brief explanation of your situation], I am in need of support to [specific assistance required].

I would greatly appreciate your guidance on how to proceed and any programs or services you may offer that could assist me during this time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]