

# Follow-Up Request for Assistance

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

Social Service Agency

[Agency Address]

[City, State, Zip]

Dear [Agency Contact Name],

I hope this message finds you well. I am writing to follow up on my previous request for assistance regarding [briefly state the issue or service needed]. I submitted my application on [date of submission] and wanted to check on the status of my request.

As mentioned in my initial application, the assistance will greatly help me [briefly explain how assistance will impact your situation]. If you need any further information or documentation to proceed, please let me know.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]