

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the policies and procedures of [Agency Name] regarding [specific social service area, e.g., child welfare, mental health services, etc.].

As a [your position, e.g., community member, student, professional], I am interested in understanding how your agency approaches these services, including any eligibility requirements, application processes, and support available to clients.

Could you please provide me with the relevant information or direct me to resources where I can find more details about your agency's policies? Additionally, I would appreciate any pamphlets or documents that outline your services and regulatory framework.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]