

# Request for Intervention in Social Service Matters

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your intervention in a social service matter that has recently come to my attention. [Briefly describe the situation and the specific issues involved.]

Despite my efforts to [describe any actions you have taken to resolve the situation], I have faced [explain challenges or obstacles]. Therefore, I believe that your involvement would be beneficial in addressing this matter.

I kindly ask for your assistance in [mention what you need from the recipient, e.g., investigation, support, mediation]. I appreciate your attention to this urgent request and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]