

Request for Social Service Agency Support Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request assistance from [Agency Name] for support services that I require due to [briefly explain your situation or needs].

Specifically, I am seeking help with [list specific services you need, such as financial assistance, counseling, housing support, etc.]. I believe that your organization is well-positioned to assist me in overcoming these challenges.

I would greatly appreciate the opportunity to discuss my situation further and explore the available resources and services at your agency. Please let me know a convenient time for us to meet or have a conversation.

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

Sincerely,

[Your Name]