

Inquiry about Social Services Eligibility

Date: [Insert Date]

To: [Name of the Social Services Department]

Address: [Department Address]

Dear [Name or Title of Recipient],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the eligibility criteria for social services offered by your department.

I am interested in understanding the specific requirements and processes for applying for assistance. Additionally, I would appreciate any information regarding the documentation needed for the application.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]