

# Request for Information on Social Service Programs

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding the social service programs offered by [Organization's Name]. I am particularly interested in learning about the resources available for [specific population or issue, e.g., low-income families, mental health services, etc.].

Could you please provide me with details on the following:

- Program descriptions and eligibility requirements
- Application processes and timelines
- Contact information for program coordinators
- Any upcoming events or informational sessions

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

Sincerely,

[Your Name]