

# Social Security Administration

Office of Benefits

Date: [MM/DD/YYYY]

Recipient Name: [Recipient's Full Name]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip Code]

## **Subject: Social Security Eligibility Determination**

Dear [Recipient's Full Name],

We are writing to inform you of our determination regarding your eligibility for Social Security Benefits. After carefully reviewing your application and all supporting documents, we have concluded the following:

**Eligibility Status:** [Eligible/Not Eligible]

**Effective Date:** [Effective Start Date]

If you are eligible, you will begin to receive your benefits on the effective date mentioned above. If you have any questions or need further assistance, please do not hesitate to contact us at [Phone Number] or visit our website at [Website URL].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Social Security Administration