

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

Social Security Administration  
[Local Office Address]  
[City, State, Zip Code]

**Subject: Request for Social Security Benefit Verification Letter**

To Whom It May Concern,

I am writing to formally request an official Benefit Verification Letter for my Social Security records. I require this documentation to verify my current income for [reason: e.g., a housing application, loan approval, or insurance eligibility].

Please provide a letter that includes the following information:

- My full legal name
- The last four digits of my Social Security Number
- The type of benefit I am receiving (e.g., Retirement, Disability, SSI)
- The current monthly benefit amount before and after deductions
- The date my benefits began

My personal details are as follows:

Full Name: [Your Full Name]  
Social Security Number: [XXX-XX-XXXX]  
Date of Birth: [MM/DD/YYYY]

Please mail the completed letter to my address listed at the top of this document. If there are any forms I need to sign or if you require further information, please contact me at [Your Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]