

SOCIAL SECURITY

(You can call 1.800.722.1213 to get the address of your local Social Security office.)

To whom it may concern:

I would like to schedule a date to meet with a Social Security representative at your earliest convenience to review my family's Social Security benefits. My _____, _____, passed away on _____.

I have gathered all the necessary copies of our Social Security numbers, the death certificate, our marriage certificate, our birth certificates and those of our dependent children, and evidence showing my _____ recent paid income. If you need any other information or documents, please let me know when you set the date for our appointment.

I can be reached at _____ during daytime hours. Your prompt attention to this matter will be appreciated.

Sincerely,