

[Your First and Last Name]  
[Street Address]  
[City, State]  
[Zip Code]  
[Your Phone Number]  
[Your Email Address]

[DATE]

**[Government Agency Name]**  
[Government Agency Address]

Dear [Government Agency],

I recently received [amount received] from [source of funds].

In accordance with Social Security Administration's Procedural Operating Manual System (POMS) SI 01150.007 Transfer of Resources by Spend-Down, I've documented the funds entering and leaving my account by attaching my bank statements. I certify that these funds have been spent on my sole benefit as shown in the attached receipts, invoices, and other documentation.

Please feel free to contact me using my information above if you require any additional documentation or explanation.

Warm regards,

**[Your Name]**