

Sample Good Cause for Late Filing Letter

USE YOUR AGENCY LETTERHEAD

Re: Jane Doe
DOB: XX/XX/XXXX
SSN: XXX-XX-XXXX

[Today's Date]

Social Security Administration
2630 M.L. King Jr. Drive, SW
Atlanta, GA 30311-9903

To Whom It May Concern:

I have enclosed an [SSA-561: *Request for Reconsideration* or SSA-501: *Request for Hearing*] and an SSA-3341: *Disability Report-Appeal* for Jane Doe. In addition, Ms. Doe has signed an SSA-1696: *Appointment of Representative* form and SSA-827: *Authorization to Disclose Information*, which are also enclosed.

Ms. Doe's [initial application or reconsideration] was denied on [insert date]. She is only now filing for the appeal because she did not know her application status. Ms. Doe has been experiencing homelessness for over a year. She has been living on the street and only recently began receiving services. Her disability has caused her to refuse any sort of help up until now. She did not have a reliable mailing address and did not receive the last few notices from SSA. She recently met and began speaking with a homeless advocate who asked us to look into her application. We believe that this is good cause for accepting her [Request for Reconsideration or Request for Hearing].

I will serve as her representative throughout the application process and all future due dates will be met.

If you have any questions, please do not hesitate to contact me at (555) 555-5555. Thank you for your assistance and consideration.

Sincerely,

John Smith, LMSW
SOAR Benefits Specialist
Your Agency