

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

[Recipient Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Attendance Allowance Confirmation

I hope this letter finds you in good health. I am writing to confirm the details related to the attendance allowance for [Name of the Individual Receiving Allowance], who has been awarded the attendance allowance as of [Start Date].

Details of the Attendance Allowance:

- Amount Granted: [Amount]
- Payment Frequency: [Monthly/Quarterly/Annually]
- Effective Date: [Date]
- Duration of Allowance: [Duration]

Please retain this letter for your records. Should you require any further information or clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]