

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

Dear [Recipient Name],

Subject: Attendance Allowance Correspondence

I hope this letter finds you well. I am writing to inquire about the attendance allowance I have applied for on [Application Date]. My application reference number is [Reference Number].

[Explain the purpose of your letter, any relevant details about your application, and any specific questions or requests you have regarding the attendance allowance.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]