

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

Dear [Recipient Name],

Subject: Inquiry Regarding Attendance Allowance

I hope this letter finds you well. I am writing to inquire about the attendance allowance that I am eligible for, as I am seeking clarification on the process and requirements associated with the application.

[Briefly explain your situation and why you are inquiring about the attendance allowance. Include any relevant personal circumstances or details that may support your inquiry.]

I would appreciate any information you could provide regarding the following questions:

1. [Question 1]
2. [Question 2]
3. [Question 3]

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

Sincerely,

[Your Name]