

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Agency Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Attendance Allowance

I hope this letter finds you well. I am writing to formally request an attendance allowance due to [briefly explain your situation or reason for the request].

[Provide details supporting your request, including any relevant information such as medical conditions, financial hardship, or other circumstances that apply.]

I have attached the necessary documentation to support my claim, including [list any documents you are including, e.g., medical reports, financial statements, etc.].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]