

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Attendance Allowance

I am writing to formally apply for an Attendance Allowance due to [reason for application, e.g., "my ongoing health condition affecting my daily living activities"].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- National Insurance Number: [Your National Insurance Number]

I have attached supporting documents that include [list of documents, e.g., medical reports, identification, etc.].

Please let me know if you require any further information or documentation to process my application.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]