

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

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

Dear [Recipient Name],

Subject: Attendance Allowance Request

I am writing to formally request an attendance allowance for [specific reason, e.g., "my participation in training programs that enhance my job performance"].

I have been [briefly describe your role and responsibilities] at [Company/Organization Name] since [date]. This allowance would greatly assist me in [explain how the allowance will help you].

I kindly ask for your consideration of my request and am happy to provide any further information needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]