

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

Dear [Recipient's Name],

I am writing to formally submit my application for the attendance allowance. Attached are the necessary documents supporting my request, including [list any enclosed documents, e.g., medical certificates, attendance records].

Please let me know if you require any further information. I appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,
[Your Name]