

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

[Recipient's Name]
[Recipient's Position]
[Organization's Name]
[Organization's 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 [brief reason for request, e.g., my ongoing health challenges].

[Explain your situation further, detailing why the attendance allowance is necessary and how it will assist you. Include relevant dates and any documentation that supports your request.]

I appreciate your attention to this matter and look forward to your positive response. Please let me know if you need further information or documentation to support my request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]