

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[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 for [specific reason or event], which is scheduled to take place on [date(s)] at [location].

[Provide a brief explanation of the reason for the allowance, including any relevant details that support your request.]

I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]