

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

Dear [Recipient Name],

Subject: Request for Attendance Allowance

I hope this letter finds you well. I am writing to formally request an attendance allowance due to [briefly explain your situation, e.g., "my ongoing medical conditions" or "my dependent's care requirements"].

In support of my application, I have included the following documents:

1. [Document 1: e.g., Medical reports or assessments]
2. [Document 2: e.g., Proof of dependency]
3. [Document 3: e.g., Attendance records or relevant certificates]

The circumstances that make this allowance necessary include [provide further detail on your situation, how it affects your daily life, and why the allowance is needed].

I believe that the attendance allowance would significantly assist me in managing my [condition/dependency] and allow me to [explain how it will help, e.g., "access treatment" or "support my caregiving responsibilities"].

I kindly request that you review my application and consider granting the attendance allowance. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]