

Subject: Attendance Allowance Request

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the attendance allowance for the period of [insert start date] to [insert end date]. According to the guidelines, I believe I am eligible for this allowance due to [briefly explain reason for eligibility].

Please find attached the necessary documentation to support my request, including [list any documents attached].

I appreciate your timely attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]