

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Attendance Allowance Application

Dear [Recipient's Name],

I am writing to formally apply for attendance allowance due to [briefly explain your circumstances, e.g., health condition, disability, etc.].

[Provide details about your situation, how it affects your daily life, and the assistance you require.]

Attached to this letter are the necessary documents that support my application, including [list any documents you are including, e.g., medical reports, proof of identity, etc.].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]