

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Housing Authority/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intention to apply for housing through [Housing Program/Organization Name]. I understand that the availability of housing is limited, and I want to present my case for consideration. [Briefly introduce yourself and your current living situation. Mention any relevant personal circumstances, such as family status, employment, or health issues that impact your housing needs.]

I believe that [explain why you qualify for the housing program and how it would significantly benefit you and/or your family].

I am committed to following all application guidelines and providing any necessary documentation to support my application promptly.

Thank you for considering my application. I look forward to the opportunity to discuss my situation further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]