

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

[Recipient Name]
[Recipient Title]
[Organization/Agency Name]
[Organization/Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Justification for Dwelling Allowance

I am writing to formally request approval for a dwelling allowance, which I believe is essential for my current living situation.

As you may know, my position as [Your Job Title] requires me to [briefly explain job responsibilities or why you need the allowance]. Given the nature of my work, my location has a direct impact on my performance and wellbeing.

[Explain your current living situation, including financial challenges, location hardships, or any specific circumstances that make the allowance necessary].

The dwelling allowance would significantly alleviate the financial burden I currently face, allowing me to focus more on my professional responsibilities and overall productivity.

I have attached supporting documents, including [mention any relevant documents such as lease agreements, bills, or comparison of local housing costs], to further substantiate my request.

Thank you for considering my request for a dwelling allowance. I am confident that this assistance will enable me to continue contributing effectively to our team's success.

Sincerely,

[Your Name]
[Your Job Title]