

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Dwelling Allowance Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a dwelling allowance as part of my current employment benefits.

[State your reason for the request: e.g., recent relocation, change in job responsibilities, etc.]

I would appreciate your consideration of this request and look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]