

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

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

Subject: Dwelling Allowance Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding the dwelling allowance associated with my

[employment/tenancy/position] at [Company/Organization Name].

Effective [start date], I am eligible to receive a dwelling allowance of [amount] per [month/year]. This allowance is intended to assist with the costs associated with housing as stipulated in [reference any relevant policy, contract, or agreement].

Please let me know if you require any additional information or documentation to process this allowance. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]