

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

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

Dear [Recipient Name],

I am writing to formally request dwelling allowance support due to [briefly explain the reason, e.g., financial hardship, temporary job relocation, etc.]. My current situation has made it increasingly difficult to maintain my housing stability.

Details of my circumstances are as follows:

- I am currently residing at [your address].
- My monthly rent is [amount].
- [Include any details about income loss, increased expenses, or other relevant information].

Given these challenges, I kindly request assistance in the form of a dwelling allowance to help cover my housing costs. I believe this support will enable me to [explain how the support will help you, e.g., focus on job search, maintain stability, etc.].

I have attached the necessary documentation to support my request, including [list any attached documents, such as pay stubs, rental agreements, etc.].

Thank you for considering my request. I appreciate your time and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]