

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

[Recipient Name]
[Recipient's Position/Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Dwelling Allowance Verification

I am writing to verify the dwelling allowance for [Name of the employee or resident], who resides at [Address of the dwelling]. This letter serves to confirm the following details related to the dwelling allowance:

1. **Tenant Name:** [Tenant's Full Name]
2. **Property Address:** [Full Address of the Property]
3. **Rent Amount:** [Monthly Rent Amount]
4. **Duration of Tenancy:** [Start Date] to [End Date (if applicable)]
5. **Landlord/Property Management Contact:** [Name, Phone Number, Email]

Please do not hesitate to reach out if you require any further information or documentation to facilitate this verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]
[Your Organization (if applicable)]