

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a dwelling allowance to assist with my housing expenses.

As you may be aware, [brief explanation of your situation and reason for the request, e.g., recent changes in employment, increased living costs, etc.].

I believe that a dwelling allowance would help alleviate some of the financial burdens I am currently facing and allow me to focus on my responsibilities more effectively.

I would greatly appreciate your consideration of this request. Please let me know if you need any further information or documentation to support my application.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title, if applicable]