

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

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

Subject: Request for Reconsideration of Dwelling Allowance

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of my dwelling allowance application, which was reviewed on [date of original decision].

[Provide a brief overview of the initial decision and the reasons for the request for reconsideration. Include specific details about any new information or changes in circumstances that support your case.]

[You may include any relevant documentation or evidence as attachments to support your request.]

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]