

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the dwelling allowance as outlined in [mention relevant policy or guideline, if applicable]. I am currently residing at [your current address], and due to [briefly explain your situation, e.g., relocation for work, financial hardship], I believe I qualify for this assistance.

I have attached all necessary documentation to support my application, including [list documents, e.g., proof of income, lease agreement, etc.]. I would appreciate your assistance in processing my application and look forward to any further information you may require.

Thank you for your attention to this matter. I hope for a favorable response.

Sincerely,
[Your Name]