

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

Dear [Recipient's Name],

I am writing to provide an explanation regarding dwelling allowance eligibility as it pertains to [specific program, policy, or guideline]. To be eligible for the dwelling allowance, applicants must meet the following criteria:

1. **Residency Requirement**: Applicants must be residents of [specific area or criteria].
2. **Income Threshold**: Total household income must not exceed [specific amount or percentage of the median income].
3. **Housing Situation**: Applicants must demonstrate their housing needs, including [specific requirement, e.g., rent burden, mortgage issues].
4. **Application Process**: To apply, applicants must submit [specific documents or forms required].

Please ensure all required documentation is submitted by [deadline], and feel free to reach out if you have any questions or need assistance throughout the application process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]