

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

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

Dear [Recipient Name],

Subject: Dwelling Allowance Claim

I hope this letter finds you well. I am writing to formally submit my claim for dwelling allowance as per the guidelines outlined in our agreement.

Details of my claim are as follows:

- ****Claimant Name****: [Your Name]
- ****Address****: [Your Address]
- ****Period of Claim****: [Start Date] to [End Date]
- ****Total Amount Claimed****: [Amount]

Attached to this letter are the necessary documents to support my claim, including [list documents: e.g., rental agreement, payment receipts, etc.].

I kindly ask that you process my claim at your earliest convenience. If you require any additional information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]