

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

Dear [Recipient Name],

I am writing to express my intent to apply for a dwelling allowance to assist with my housing expenses. I am currently [brief explanation of your current situation, e.g., a student, employed, etc.], and due to [reason for the request, e.g., financial hardship, unexpected circumstances], I am seeking support to secure stable housing.

I believe that receiving this allowance will significantly aid in my ability to [explain how the allowance will help you, e.g., focus on studies, maintain employment, etc.]. I am committed to [any relevant personal goals or responsibilities that demonstrate your commitment].

I have attached the required documentation to support my application, including [list documents, e.g., proof of income, lease agreement, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]