

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

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

Dear [Recipient Name],

Subject: Update on Dwelling Allowance Information

I hope this message finds you well. I am writing to inform you of an update regarding my dwelling allowance information.

[Insert details about the change in dwelling allowance, including reasons for the change, new amounts, or any relevant dates.]

Please let me know if you require any further information or documentation to process this update.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]