

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the dwelling allowance provided by [Company/Organization Name]. As [your position or reason for inquiry], I would like to understand the specifics regarding eligibility, application procedures, and any relevant deadlines.

Having a clear understanding of this allowance is vital for my planning, and I appreciate any information you can provide. If possible, I would also welcome the opportunity to discuss this matter further at your convenience.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]