

[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],

Subject: Request for Adjustment of Dwelling Allowance

I hope this letter finds you well. I am writing to formally request an adjustment to my dwelling allowance.

Due to [briefly explain the reason, e.g., increased living costs, changes in personal circumstances, etc.], I believe an adjustment to my current allowance is necessary to ensure that I can maintain stable living conditions.

I have attached any relevant documentation to support my request. I would appreciate your consideration of this matter and look forward to your response.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]