

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

Dear [Recipient's Name],

I am writing to formally apply for the dwelling allowance as I am currently facing financial difficulties related to my housing situation. I am [briefly explain your situation, e.g., your employment status, family situation, etc.]. Due to [reason for financial hardship], I am unable to cover my housing expenses adequately. This allowance would greatly assist in alleviating my financial burden.

I have attached all necessary documentation, including [list the attachments, e.g., proof of income, rental agreement, etc.], to support my application.

I appreciate your time and consideration of my request. I hope to hear from you soon regarding the status of my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]