

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

Dear [Recipient's Name],

I am writing to confirm the details regarding the dwelling allowance that has been allocated to me.

- \*\*Employee Name:\*\* [Your Name]
- \*\*Employee ID:\*\* [Your Employee ID]
- \*\*Position:\*\* [Your Job Title]
- \*\*Dwelling Allowance Amount:\*\* [Amount]
- \*\*Effective Date:\*\* [Start Date]
- \*\*Duration:\*\* [Duration, if applicable]

Please let me know if any additional documentation is required to finalize this process or if there are any further steps I need to complete.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,  
[Your Name]  
[Your Job Title]