

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

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

Dear [Recipient Name],

Subject: Confirmation of Dwelling Allowance

I am writing to confirm the details of the dwelling allowance provided to me for [specific period or purpose]. Below are the relevant details:

- **Recipient Name:** [Your Name]
- **Dwelling Address:** [Address where the allowance applies]
- **Amount of Allowance:** [Amount]
- **Effective Date:** [Start Date]
- **Duration of Allowance:** [Duration]

I appreciate your assistance in this matter and look forward to your confirmation. Please feel free to reach out if you need any further information.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]