

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

Subject: Justification for Dwelling Exemption

Dear [Recipient Name],

I am writing to formally request a dwelling exemption for my property located at [Property Address]. I believe that my circumstances warrant this exemption, and I would like to outline the reasons below.

1. **\*\*Property Description\*\***

- Briefly describe the property, including its type (single-family home, multi-family unit, etc.) and its current use.

2. **\*\*Reason for Exemption\*\***

- Clearly state the reason you are seeking the exemption. This could include financial hardship, special circumstances related to family needs, or any unique situation that applies to your case.

3. **\*\*Supporting Evidence\*\***

- Provide any relevant documentation that supports your request, such as financial statements, medical records (if applicable), or letters from community organizations.

4. **\*\*Impacts of Denial\*\***

- Explain how not granting the exemption would significantly impact your living situation or financial status.

5. **\*\*Conclusion\*\***

- Reiterate your request for the dwelling exemption and express your willingness to provide further information or documentation if needed.

Thank you for considering my request. I hope for a favorable response and any guidance you can provide on the next steps in this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]