

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

[Recipient Name]  
[Property Tax Office/Local Authority Name]  
[Address]  
[City, State, ZIP Code]

Subject: Application for Dwelling Exemption

Dear [Recipient Name],

I am writing to formally request a dwelling exemption for my property located at [Property Address]. As the owner of the property, I believe I qualify for this exemption based on the current eligibility criteria set forth by [Local Authority/Tax Office].

Details of the property:

- Property Address: [Property Address]
- Property Identification Number: [PID Number]
- Date of Purchase: [Purchase Date]

I have attached the necessary documentation to support my application, including:

- [List any attached documents, e.g., proof of ownership, identification, etc.]

I appreciate your consideration of my request and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]