

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Dwelling Exemption Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you regarding the dwelling exemption for the property located at [Property Address].

As per the applicable regulations, I would like to request the dwelling exemption due to [reason for exemption, e.g., age, disability, etc.]. I believe that my circumstances align with the criteria set forth by the governing body.

Please find attached the necessary documentation to support my request, including [list documents, e.g., proof of residence, identification, etc.].

I would appreciate your prompt attention to this matter and look forward to your confirmation of the dwelling exemption status. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]