

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

Dear [Recipient Name],

Subject: Request for Dwelling Exemption

I hope this letter finds you well. I am writing to formally request a dwelling exemption for my property located at [Property Address].

Due to [briefly explain the reason for the exemption request, e.g., financial hardship, health issues, or any relevant circumstances], I find it necessary to seek relief from [specific taxes or fees associated with the dwelling].

I have attached supporting documentation, including [list documents, e.g., tax returns, medical records, etc.], to provide further context regarding my situation.

Thank you for considering my request. I would appreciate your prompt attention to this matter and look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]