

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Dwelling Exemption

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

I believe I qualify for this exemption due to [briefly explain your reasons, e.g., primary residence, financial hardship, etc.]. Attached to this letter, you will find all required documentation, including [list the documents, e.g., proof of residence, income statements, tax returns, etc.], to support my application.

I kindly request that you review my submission at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]