

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

Dear [Recipient Name],

Subject: Application for Dwelling Exemption

I am writing to formally apply for a dwelling exemption for my residence located at [Property Address]. I believe that I qualify for this exemption based on [briefly outline the reason for the exemption, e.g., ownership status, income level, etc.].

[In this paragraph, provide additional details supporting your application, including any relevant documents or evidence, if necessary.]

I have attached the required documents for your review, including [list documents, e.g., proof of income, ownership title, etc.].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]