

[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: Inquiry Regarding Dwelling Exemption

I hope this letter finds you well. I am writing to inquire about the dwelling exemption program offered by [Organization/Department Name]. As a resident of [Your Municipality/Area], I am interested in understanding the eligibility criteria, application process, and any relevant deadlines associated with the dwelling exemption. I would greatly appreciate if you could provide me with detailed information or direct me to any appropriate resources.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]