

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

Dear [Recipient Name],

Subject: Letter of Intent for Dwelling Exemption

I am writing to formally express my intent to apply for a dwelling exemption for my residence located at [Property Address]. This request is based on [briefly state the reason for the exemption, e.g., financial hardship, disability, etc.].

I believe that qualifying for this exemption will significantly alleviate my financial responsibilities and ensure that I can maintain my home.

I have attached the necessary documents to support my application, including [list any relevant documents, e.g., proof of income, medical records, etc.].

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]