

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

Subject: Request for Dwelling Exemption

Dear [Recipient Name],

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

[Briefly explain your situation and the reason for requesting the exemption. Include any relevant details such as financial hardships, special circumstances, or supporting evidence.]

I believe that my circumstances warrant consideration for this exemption, and I have attached relevant documentation to support my request.

Thank you for taking the time to review my application. I would appreciate any consideration you can provide, and I look forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]