

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

[Recipient's Name]
[Recipient's Title]
[Agency or Organization Name]
[Agency Address]
[City, State, ZIP Code]

Subject: Application for Dwelling Exemption Eligibility

Dear [Recipient's Name],

I am writing to formally request an evaluation of my eligibility for the dwelling exemption available to homeowners in [specify location or program].

I currently reside at [your address] and have been a homeowner since [date of purchase]. Due to [briefly explain your circumstances, e.g., financial hardship, disability, etc.], I believe that I meet the necessary criteria for the dwelling exemption.

Enclosed with this letter are the supporting documents, including:

1. Proof of residence (e.g., utility bills, lease agreement)
2. Financial documents (e.g., income statements, tax returns)
3. Any additional relevant documentation (e.g., medical records, hardship letters)

I kindly request a review of my application and look forward to your prompt response regarding my eligibility for the dwelling exemption.

Thank you for your attention to this matter.

Sincerely,

[Your Name]