

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

Dear [Recipient Name],

I am writing to formally request approval for a dwelling exemption for my property located at [Property Address].

I believe I meet the necessary criteria for this exemption, as outlined in the relevant guidelines. [Briefly mention any supporting reasons or circumstances that apply.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]