

[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: Request for Dwelling Modification

I hope this letter finds you well. I am writing to formally request a dwelling modification at my residence located at [Your Address]. This modification is necessary due to [briefly describe the reason for the modification, e.g., a medical condition, disability, etc.].

Specifically, I am seeking to [describe the modification you need, e.g., install ramps, widen doorways, adjust kitchen fixtures]. I believe these changes will significantly improve my ability to [explain how the modifications will benefit you, e.g., access essential areas of the home, perform daily activities independently].

I have attached relevant documentation, including [list any supporting documents, e.g., medical reports, assessments, etc.], for your review. I appreciate your attention to this matter and am hopeful for a positive response.

Thank you for considering my request. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]