

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Explanation of PWD (Persons with Disabilities)
Benefits

I hope this letter finds you well. I am writing to request a detailed explanation regarding my application for Persons with Disabilities (PWD) benefits.

I submitted my application on [date of application] and would like to understand the status, criteria, and any additional information required to support my case.

I appreciate your assistance in clarifying these matters and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]