

Workplace Proximity Housing Application

Date: _____

To: [Housing Authority/HR Department Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Subject: Application for Workplace Proximity Housing

Dear [Housing Authority/HR Department Name],

I am writing to formally apply for workplace proximity housing. I am an employee at [Your Company Name] in the [Department/Position]. I have been with the company since [Start Date] and my employee ID is [Employee ID].

Due to my current commuting challenges and to enhance my productivity, I believe that being housed in proximity to my workplace would greatly benefit my work-life balance. I am particularly interested in [specific housing options/locations if applicable].

Please find attached all required documents necessary for processing my application, including proof of employment and any other relevant information.

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

Sincerely,

[Your Name]