

Special Request for Housing Accommodation

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

[Recipient's Name]
[Housing Authority/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request special housing accommodation due to [briefly describe your reason, e.g., a medical condition, disability, family circumstances].

Given my situation, I believe that [explain the type of accommodation you are seeking, e.g., accessible housing, larger space, specific location]. This accommodation is essential for me to [explain why this is necessary, e.g., manage my health, care for my family].

I have attached relevant documentation to support my request, including [list any attachments such as medical letters, reports, or other pertinent information].

Thank you for considering my request. I look forward to your positive response. Please feel free to contact me if additional information is needed.

Sincerely,
[Your Name]