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Letters.org

**Introduction**

Normally most of the organizations give leverage to their employees in the form of allowances. It can be either housing allowance or transport allowance. Allowances benefit employees in many ways. Request letter for allowance is written by an employee to the organization requesting for the allowance which due to some reason has not been credited into his account.

**Request letter for allowance Tips**

Following points should be considered for writing an effective request letter for allowance:

* First and foremost you should be sincere enough to request for your allowance from your organization.
* Tone of the letter should be formal
* Letter should be addressed to the concerned department and to the point.
* Once you are through writing the letter, please recheck the same for making amendments, if needed.

Sample Request letter for allowance

To,

Mr. Louis Winton

Head (Accounts)

ABC Inc.

Date (Date on which letter is written)

From,

Marc Steven

Sales Manager

Sub: Requesting for allowance

Dear Mr. Winton,

I would like to bring to your kind attention that I have not received my medical and transport allowance till now. I have been serving your organization for the past ten years and it has happened to me for the first time. I have submitted all my bills to the Accounts department in time, but till now my allowance have not been credited into my bank account. The total amount need to be credited is $4000 for the month of July-August.

I would request you to please look into the matter and get the needful done at the earliest. I am enclosing the copies of the bill for your reference.

Your promptness in this regard will be highly appreciated.

Thanking you,

Yours sincerely’

Marc Steven

# Request letter for allowance Template

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Date (Date on which letter is written)

# From,

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Sub:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

# I would like to bring to your kind attention that we are organizing a drive on \_\_\_\_\_\_\_\_\_\_\_\_\_\_. By doing so, we will be setting an example for others. I would be really grateful to you if you all join hands together and participate in this drive.

# I am sure that you all will be willing to lend your hands together for such a noble cause. If you need any clarifications, please feel free to call me.

# I look forward to have a support from you all,

# Yours sincerely’

# (\_\_\_\_\_\_\_\_\_\_\_\_)

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