

[Your Name/Department]
[Organization Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Landlord Name]
[Address]
[City, State, Zip Code]

Subject: Confirmation of Housing and Accommodation Subsidy

Dear [Recipient Name],

This letter is to formally certify that [Employee/Student Name] is eligible for housing and accommodation subsidization provided by [Organization Name].

The details of the subsidy are as follows:

- **Recipient Name:** [Employee/Student Name]
- **Identification Number:** [ID Number]
- **Subsidy Amount:** [Amount per month/year]
- **Effective Date:** [Start Date]
- **Expiration Date:** [End Date/Until further notice]

The subsidy payments will be issued via [Method of Payment: e.g., Direct Deposit to Landlord/Reimbursement to Employee/Monthly Stipend]. This financial assistance is intended to cover [Rent/Utilities/Total Housing Costs] for the property located at [Property Address, if applicable].

If you require any further information or verification regarding this arrangement, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Job Title]