

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

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

Dear [Recipient's Name],

I am writing to formally submit my application for the Registered Disability Savings Plan (RDSP) on behalf of [Beneficiary's Name]. As [Beneficiary's Name] is eligible for this program, I am eager to ensure that we take advantage of the financial benefits and support it offers for long-term savings.

[Optional: Briefly explain the context for the application, including any relevant details about the beneficiary's situation and why you are applying for the RDSP.]

Enclosed with this letter, you will find all necessary documentation to facilitate the application process, including:

1. Completed RDSP application form
2. Proof of [Beneficiary's] disability (e.g., medical documents)
3. Identification documents for [Beneficiary's Name]
4. [Any other relevant documents]

Please let me know if you require any further information or additional documentation to assist in processing this application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title or Relationship to Beneficiary]