

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding RDP Housing

I am writing to formally lodge a complaint regarding the [specific issue] related to my RDP housing located at [your address]. Despite my efforts to resolve this matter informally, there has been no adequate response or solution.

[Explain the specific issue in detail, including dates, previous communications, and any relevant information.]

I kindly request that your office address this matter promptly. I believe it is important to ensure that all residents receive the necessary support and assistance related to their housing.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,
[Your Name]