

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry about RDP House Status

I hope this letter finds you well. I am writing to inquire about the status of my application for an RDP house, which I submitted on [insert application date]. My application reference number is [insert reference number].

I would appreciate any updates regarding the progress of my application, including estimated timelines and any potential issues that may have arisen.

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]