

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

Dear [Municipality Official's Name or Title],

Subject: Inquiry Regarding RDP Housing Application

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the status of my application for a Reconstruction and Development Programme (RDP) house. I submitted my application on [date of application submission] and have yet to receive any updates.

As a resident of [specific area or neighborhood], I am eager to obtain housing that is suitable for my family. I would appreciate any information you could provide regarding my application status or any additional steps I may need to take.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]