

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: RDP House Allocation Letter

Dear [Recipient's Name],

We are pleased to inform you that you have been allocated a Residential Development Program (RDP) house under the [specific program name] in [location].

Details of the allocation are as follows:

- House Number: [House Number]
- Address: [Address of the Property]
- Size of the House: [Size in square meters]
- Date of Occupation: [Date]

Please ensure that you bring your identification documents and any required paperwork when you come to collect your keys on the date mentioned above.

We commend you on this achievement and look forward to welcoming you to your new home. Should you have any inquiries or require further assistance, please do not hesitate to contact us at [contact information].

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]