

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

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

Dear [Recipient Name],

Subject: Request for RDP House Grant

I hope this letter finds you well. I am writing to formally request assistance through the RDP house grant program.

I am a [briefly describe your situation, e.g., low-income individual/family, currently living in inadequate housing, etc.]. My current living conditions have presented numerous challenges, including [list specific issues, e.g., lack of space, safety concerns].

With the support of the RDP house grant program, I aim to [describe your goals, e.g., secure a safe, stable home for my family, improve living conditions]. I have attached all necessary documentation to support my request, including [list any included documents, e.g., proof of income, identification, existing housing details].

I appreciate your consideration of my request and look forward to the opportunity to discuss this matter further. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]