

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

[Recipient's Name]  
[Recipient's Position]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Request for RDP Housing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request assistance in obtaining RDP housing due to [mention your reasons for needing housing, such as financial difficulties, housing instability, etc.].

I am currently residing at [your current address or situation] and am struggling with [briefly describe your current housing situation].

I would like to provide the following details for your consideration:

1. **\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- ID Number: [Your ID Number]
- Age: [Your Age]
- Dependents: [List any dependents, if applicable]

2. **\*\*Current Housing Situation:\*\***

- Description: [Briefly describe your current living conditions]
- Duration: [How long you have been in this situation]

3. **\*\*Income Status:\*\***

- Monthly Income: [Your current income]
- Employment Status: [Employed/Unemployed]

4. **\*\*Supporting Documents:\*\***

- [List any documents you are attaching, such as pay stubs, previous rental agreements, etc.]

I kindly request your support in processing my application for RDP housing and look forward to your response at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]