

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

Dear [Recipient Name],

Subject: Request for Reconsideration of RDP House Application

I hope this letter finds you well. I am writing to formally request the reconsideration of my application for the RDP house, submitted on [date of original application].

[Briefly explain the reason for your initial application and why it was not approved. Include any relevant details or circumstances that may have led to the decision.]

I believe that my application aligns with the criteria for eligibility, as I have [mention any supporting factors such as low income, need for housing, etc.]. I kindly ask for the opportunity to provide additional documentation or clarification regarding my situation.

Thank you for taking the time to review my request. I look forward to your positive response and am hopeful for a favorable reconsideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Application Reference Number, if applicable]