

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

[Recipient's Name]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tenant Letter for RDP Housing

I hope this letter finds you well. I am writing to formally address my status as a tenant in the RDP housing located at [Address of the RDP Property].

As a resident of this property, I would like to provide the following details:

- Tenant Name: [Your Full Name]
- Lease Start Date: [Start Date]
- Lease End Date (if applicable): [End Date]
- Rent Amount: [Monthly Rent Amount]
- Payment History: [Brief overview of timely payments, if applicable]

I would also like to raise some concerns/issues regarding my tenancy:

1. [Issue #1 Description]
2. [Issue #2 Description]
3. [Issue #3 Description]

I kindly request your assistance in addressing these matters at your earliest convenience. Thank you for your attention to this letter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]