

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acceptance of RLWL (Release from Waitlist)

I am writing to formally accept the RLWL offer extended to me for  
[Course/Program/Position Name] at [Institution/Company Name]. I am  
excited about the opportunity and look forward to contributing positively  
to the team.

Thank you for this opportunity. Please let me know if there are any  
further steps I need to complete as part of the acceptance process.

Sincerely,  
[Your Name]