

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

Dear [Recipient Name],

Subject: Request for Release of Liability Waiver Letter (RLWL)

I hope this message finds you well. I am writing to formally request a Release of Liability Waiver Letter regarding [specific event or activity], which is scheduled to take place on [date].

In order to ensure that all parties are protected and that proper procedures are followed, we kindly ask that you provide us with the necessary RLWL at your earliest convenience. This will enable us to proceed with the planned activities while adhering to all legal and safety requirements.

Please let us know if you require any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]