

[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: Confirmation of RLWL Application

I hope this letter finds you well. I am writing to formally confirm the submission of my Request for List Waitlisted (RLWL) application regarding [specific train/service details, e.g., Train Number, Date of Journey, etc.].

I appreciate your assistance and look forward to receiving further updates regarding the status of my application. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any more information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]