

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

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

Subject: Explanation Letter for RLWL

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the RLWL (Remote Location Waitlist) status of my recent travel booking with [Train/Flight details].

On [date of travel], I had booked a [train/flight] ticket from [departure location] to [destination] with a reservation number of [reservation number]. Due to [reason for the RLWL status, e.g., unexpected circumstances, high demand, etc.], my ticket was placed under RLWL status.

I understand the implications of this status and have actively monitored the situation. I have [mention any actions taken, such as contacting customer service, checking updates, etc.]. Despite these efforts, I have yet to receive confirmation for a confirmed seat.

I kindly request your assistance in facilitating the confirmation of my reservation or guidance on alternative travel arrangements. Your support in resolving this matter is greatly appreciated.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]