

[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]

Dear [Recipient's Name],

Subject: Request for Release of Workload (RLWL)

I hope this letter finds you well. I am writing to formally request the release of my workload under the RLWL provisions due to [brief reason for the request, e.g., personal circumstances, health issues, etc.].

I have [mention duration of service or any relevant experience, if applicable], and I believe that this request is in line with company policies. I assure you that I will ensure minimal disruption to ongoing projects and will assist in transition planning.

I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]
[Your Department]