

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

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

Subject: Notification of RLWL Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you regarding my request for RLWL (Remote Location Waiting List) for [insert reason, e.g., train travel, etc.].

Details of the request are as follows:

- **\*\*Passenger Name:\*\*** [Your Full Name]
- **\*\*PNR Number:\*\*** [Your PNR Number]
- **\*\*Travel Date:\*\*** [Date of Travel]
- **\*\*From:\*\*** [Departure Station]
- **\*\*To:\*\*** [Destination Station]
- **\*\*Class of Travel:\*\*** [Class, e.g., Sleeper, AC, etc.]

I kindly request you to process this RLWL case at your earliest convenience. Please let me know if any further information or documentation is required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]