

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

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

Dear [Recipient's Name],

Subject: Request for Release of Loan Waitlist (RLWL)

I hope this message finds you well. I am writing to formally request the release of my application from the Loan Waitlist (RLWL) for the [specific loan/loan type] that I submitted on [submission date].

[Include any relevant details about your application or situation, such as your application reference number, the reason for requesting release, or any changes in circumstances that support your request.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]