

[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],

I hope this letter finds you well. I am writing to follow up on my previous correspondence regarding [specific topic or request related to RLS].

As mentioned in my earlier letter, [briefly restate your request or issue]. I would greatly appreciate any updates you can provide regarding this matter.

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

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]