

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

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

Dear [Recipient's Name],

I am writing to formally request [specific request regarding RLS, e.g., access to, information about, etc.], in accordance with our previous discussions.

[Provide details regarding the request, including any relevant context or background information.]

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

Thank you for your assistance.

Sincerely,

[Your Name]