

[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 in response to your recent correspondence regarding the [specific issue or topic related to RLS].

[Insert a brief summary of the situation or concern raised in the original letter.]

After careful consideration, I would like to [provide your stance, response, or any actions taken regarding the issue]. [Include any relevant details, evidence, or supporting information to strengthen your response.]

Please let me know if you require any additional information or if there are further steps you would recommend. I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position] (if applicable)

[Your Company/Organization Name] (if applicable)