

****PBA Letter Format Example****

[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],

[Opening Paragraph: Introduce yourself and the purpose of the letter.]

[Body Paragraph 1: Provide relevant details or background information.]

[Body Paragraph 2: Discuss the main points or requests you are making.]

[Closing Paragraph: Summarize your message and express gratitude or anticipation.]

Sincerely,

[Your Name]