

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

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

Dear [Recipient's Name],

I am writing to submit the Performance-Based Compensation (PBC) documentation for [Project/Program Name]. Attached to this letter, you will find all necessary materials as outlined in the guidelines provided.

The submission includes:

1. [Item 1: Description]
2. [Item 2: Description]
3. [Item 3: Description]

We believe that these documents clearly demonstrate our compliance with the requirements and outline our performance metrics effectively.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]