

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification Regarding PBC

We are writing to formally notify you about the initiation of the Pre-Assessment Business Compliance (PBC) process.

[Insert specific details regarding the PBC, including timelines, expectations, and any required actions.]

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]