

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Subject: PBC (Project Business Case) Submission

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to submit the Project Business Case (PBC) for [Project Name]. This document outlines the objectives, scope, potential risks, and benefits associated with the project, ensuring alignment with our strategic goals.

****1. Executive Summary****

[Brief overview of the project, including key objectives and expected outcomes.]

****2. Project Objectives****

[List the main objectives of the project.]

****3. Scope****

[Define the scope of the project, including what is included and excluded.]

****4. Benefits****

[Describe the anticipated benefits, both tangible and intangible.]

****5. Risks and Mitigation****

[Identify potential risks and propose mitigation strategies.]

****6. Financial Overview****

[Provide a high-level budget and financial implications.]

****7. Implementation Timeline****

[Include a timeline for project phases and milestones.]

I believe this project will significantly [impact/benefit] our

[department/organization] by [briefly mention the main impact].

Thank you for considering this Project Business Case. I look forward to discussing it further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]