

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PBJ Activity Report

I am writing to provide the activity report for the PBJ (Peanut Butter & Jelly) initiative conducted on [Date of Activity]. Below, I outline the details and outcomes of the activities carried out:

1. **\*\*Objective\*\***:
  - [Briefly state the objective of the PBJ activity]
2. **\*\*Location\*\***:
  - [Specify the location where the activity took place]
3. **\*\*Participants\*\***:
  - [List participants, including volunteers and attendees]
4. **\*\*Activities Conducted\*\***:
  - [Provide a summary of the activities undertaken, such as preparation, distribution, etc.]
5. **\*\*Outcomes\*\***:
  - [Detail the outcomes, including the number of PBJ sandwiches prepared and distributed]
6. **\*\*Feedback\*\***:
  - [Include any feedback received from participants or recipients]
7. **\*\*Future Recommendations\*\***:
  - [Suggest any improvements or next steps for future activities]

Thank you for your continued support and engagement in our efforts.

Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]