

[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],

Subject: Submission of PBJ Project

I am pleased to submit my project titled "[Project Title]" as part of the PBJ initiative. This project aims to [briefly describe the purpose and goals of the project].

Enclosed with this letter are the project documents, including [list the enclosed documents, e.g., project report, presentation slides, budget overview].

I believe this project aligns with [mention any relevant goals or missions of the recipient's organization], and I am excited about the opportunity to contribute to [specific area related to the PBJ initiative].

Thank you for considering my submission. I look forward to your feedback and welcome the opportunity for further discussion.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]