

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

Dear [Recipient Name],

Subject: Request for PBJ Resources

I hope this letter finds you well. I am writing to formally request resources related to the PBJ (Primary, Behavioral, and Juvenile) initiative to support our ongoing efforts in [briefly explain the context or purpose].

We are specifically seeking [list specific resources needed, such as training materials, funding, personnel, etc.]. These resources will be instrumental in [explain how these resources will be utilized and the expected impact].

Thank you for considering our request. We appreciate your support and look forward to your positive response.

Sincerely,

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