

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Release Letter for PCMC

Dear [Recipient Name],

We hereby confirm the release of [specify the item, service, or subject related to PCMC] as per our previous discussions and agreements. Please find the details below:

1. ****Item/Service Description****: [Description]

2. ****Release Date****: [Date]

3. ****Terms and Conditions****: [Any applicable terms]

We kindly ask you to acknowledge receipt of this release letter by signing and returning the attached copy.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]

[Attachment: Acknowledgment Copy]