

[Your Agency Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for PCC Approval

Dear [Recipient's Name],

I hope this letter finds you well.

1. ****Introduction****

- Briefly introduce the purpose of the letter.
- State the specific request for PCC approval.

2. ****Background Information****

- Provide context or background about the agency or project.
- Mention any previous correspondence related to the approval.

3. ****Details of the Request****

- Clearly outline the specifics of the request for PCC approval.
- Include any relevant dates, deadlines, or requirements.

4. ****Justification****

- Explain the importance and benefits of the requested approval.
- Mention any supporting data or relevant information.

5. ****Attachments****

- List any documents attached for reference (e.g., proposals, reports).

6. ****Closing****

- Thank the recipient for considering the request.
- Express willingness to discuss or provide further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]