[Your Organization's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Data Release Notification
We hope this letter finds you well. We are pleased to inform you that as part of our commitment to transparency and collaboration, we are officially releasing data related to [brief description of the data].

1. Details of the Data Release
- **Data Title:** [Title of the Data Set]
- **Subject Matter:** [Description of the subject matter]
- **Date of Data Collection:** [Collection date or period]
- **Data Format:** [Format: e.g., CSV, Excel, etc.]
- **Access Method:** [How to access the data: link, platform, etc.]

2. Purpose of the Data Release
[Explain the purpose of the data release and how it may benefit the recipient or the wider community.]

3. Terms of Use
[Define any terms, conditions, or limitations regarding the use of the data. Include any licensing information if applicable.]

4. Support and Inquiries
For any questions or further information regarding the data set, please do not hesitate to contact us at [Contact Information].

We appreciate your interest in our data and look forward to your utilization of this information.

Best regards,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]
[Your Organization's Website]