

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Information Release

I hope this message finds you well.

We are writing to formally release information regarding [briefly state the purpose or topic of the information being released]. This information is intended to [explain the relevance or importance of the information].

The details of the information are as follows:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

Please be advised that [mention any confidentiality, terms of use, or restrictions related to the information if applicable].

Should you have any questions or require further clarification, feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]