

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Release of Information

We are writing to inform you that your request for the release of information has been approved. As per your request dated [insert date of the request], we will provide you with the following information:

- [List of Information to be Released]

- [Any relevant details or context]

Please be advised that this information will be released on [insert date of release]. If you have any questions or require further assistance, please feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]