

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Release of Information

We hope this letter finds you well. We are writing to inform you about
[brief description of the information being released].

This information is being shared with you to [reason for sharing the
information]. We believe that this will [benefit or purpose of the
information].

Please find attached [any relevant documents or information]. If you have
any questions or need further clarification, feel free to reach out to us
at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]

[Email Address]

[Attachment: if applicable]