

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request an evaluation of [specific program, project, or content] in relation to [briefly explain the purpose or context of the evaluation]. We believe that this assessment will provide valuable insights into [mention the outcomes or goals you're aiming to achieve].

Details of the evaluation request are as follows:

1. ****Objective****: [State the objectives of the evaluation]
2. ****Scope****: [Outline the specific areas or aspects to be evaluated]
3. ****Timeline****: [Specify any deadlines or timeframes for the evaluation]
4. ****Resources Required****: [Detail any support or resources needed from PBS]

We are keen on collaborating and are hopeful for a positive response.

Should you require further information or wish to discuss this request in more detail, please feel free to contact me at [your phone number or email].

Thank you for considering our request.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]