

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to [briefly state the purpose of the letter, e.g., express my interest in participating in a Performance-Based Review (PBR) program, seek clarification on PBR guidelines, etc.].

[In the following paragraphs, provide detailed information, including relevant experiences, qualifications, or specific questions you have regarding PBR. Use bullet points if necessary to emphasize key points.]

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

I believe that [explain how your experiences or inquiries align with the objectives of the PBR].

Thank you for considering my request. I look forward to your response and hope to contribute to [mention any specific goals of the PBR or organization].

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]