

[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],

Subject: Response to PBC Request

I hope this message finds you well.

I am writing to provide the requested information regarding the PBC  
(Prepared By Client) documents for [specific matter or engagement].

Please find the details below:

1. [Point 1: Description of the information provided]
2. [Point 2: Description of the information provided]
3. [Point 3: Description of the information provided]

If you require any additional documentation or have further questions,  
please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]