

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a peanut butter and jelly (PB&J) sandwich. My preference is for [specify any particular details, e.g., "smooth peanut butter" or "grape jelly"]. I believe that this sandwich will be beneficial because [mention a reason, e.g., "I have been craving it" or "it will provide a quick and nutritious snack"].

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]