

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Peanut Butter and Jelly Sandwiches (PBJ)

I hope this letter finds you well. I am writing to formally request the provision of peanut butter and jelly sandwiches for [specific reason, e.g., a school event, lunch program, etc.]. These sandwiches are a popular choice among students and provide a nutritious and satisfying option.

Details of the request are as follows:

- **Event/Program Name:** [Name]
- **Date(s) Needed:** [Date(s)]
- **Number of Servings Required:** [Number]

Please let me know if there are any forms or additional information required to facilitate this request. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position, if applicable]