

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[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 sandwich (PBJ) for [specific reason, e.g., a special event, nutrition program, etc.].

[Provide any relevant details about the request, including the significance of the request, how it aligns with the recipient's interests or goals, and any pertinent background information.]

I appreciate your consideration of this request and look forward to your positive response. Thank you very much for your time and attention.

Sincerely,

[Your Name]
[Your Job Title, if applicable]