

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

Dear [Recipient Name],

I hope this message finds you well.

[Introduction: Briefly introduce the purpose of the letter or your relationship to the recipient.]

[Body: Provide detailed information regarding the main points you wish to discuss. This could include proposals, requests, or relevant updates pertaining to PBE (Performance-Based Evaluation) or any specific issue.]

[Conclusion: Summarize your key points, express appreciation, or propose next steps.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]