

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Government Agency Name]  
[Agency Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Subject Line: Brief description of the purpose of the letter]  
[Opening paragraph: Introduce yourself and the purpose of your letter.]  
[Body paragraphs: Provide detailed information, facts, or requests  
related to the purpose of your letter.]  
[Closing paragraph: Summarize your main points and state any call to  
action or follow-up steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]