

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

Federal Communications Commission  
445 12th Street SW  
Washington, D.C. 20554

Subject: Inquiry on FCC Policy

Dear [Commissioner/Office Name],

I hope this letter finds you well. I am writing to inquire about  
[specific FCC policy or issue] regarding [briefly describe the context or  
concern].

As a resident of [Your Location] and a concerned citizen, I am  
particularly interested in understanding how this policy impacts  
[specific group, service, or community]. Specifically, I would like to  
know:

1. [First question related to the policy]
2. [Second question related to the policy]
3. [Any additional questions]

Thank you for your attention to this matter. I appreciate any information  
you can provide regarding my inquiries.

Sincerely,  
[Your Name]