

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

The President
[John F. Kennedy]
The White House
1600 Pennsylvania Avenue NW
Washington, D.C. 20500

Dear Mr. President,

[Opening paragraph: Introduce yourself and state the purpose of your letter.]

[Body paragraphs: Provide details or examples that support your purpose.]

[Closing paragraph: Summarize your key points and express any final thoughts or requests.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]