

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of the letter in a clear and concise manner.]  
[Body Paragraph 1: Provide relevant details or context regarding the FVPA.]  
[Body Paragraph 2: Discuss any specific actions requested or proposals.]  
[Closing Paragraph: Summarize your main points and express appreciation for their attention to the matter.]  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]