

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Position Letter regarding [Subject/Issue]  
I am writing to express my position regarding [briefly describe the issue or subject].  
[Paragraph 1: Introduction of the issue, explaining its importance and relevance.]  
[Paragraph 2: Provide supporting arguments, data, or evidence that underlines your position.]  
[Paragraph 3: Address potential counterarguments and reinforce your stance.]  
[Paragraph 4: Conclusion, reiterating your position and any call to action or next steps.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]