

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Petition for [Briefly State Purpose of Petition]

We, the undersigned members of the [Community Name/Organization], are writing to formally submit our petition regarding [specific issue/topic]. Our community is deeply invested in [explain the relevance of the issue] and we believe that [state your position or desired outcome clearly]. We have gathered signatures from [number of signers] community members who support our cause, demonstrating the collective voice of our residents who are affected by this matter. Attached to this letter, you will find the signatures and comments from individuals who stand in solidarity with our request.

[Provide additional details about the issue, its impact on the community, and any actions you wish the recipient to take.]

We urge you to consider our petition seriously and take the necessary steps to address our concerns. Your support is vital for [explain the potential positive outcomes if the petition is honored].

Thank you for your time and attention to this important matter. We look forward to your prompt response and to working together for the betterment of our community.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization/Community Name, if applicable]
[Phone Number]
[Attachment: Signatures and Comments]