

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

[Recipient's Name]  
[Title/Position]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Petition for [Brief Description of the Petition's Purpose]

We, the undersigned, respectfully submit this petition to [clearly state the purpose or issue you are addressing].

[Introduction - Briefly explain the issue, its importance, and why you are initiating this petition.]

[Body - Provide detailed information regarding the issue. This may include statistics, personal stories, and historical context. Explain how this issue affects the community or organization.]

We believe that [state your position clearly] and urge you to [specific action you want the recipient to take].

[Closing - Sum up your appeal, express hope for positive action, and encourage the recipient to consider the petition earnestly.]

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]

[Enclosure: List of Signatures and Additional Material, if applicable]

[Attach a list of signatures, including names, addresses, and any other relevant information.]