

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

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

Dear [Recipient's Name],

Subject: Petition for [Brief Description of the Petition]

I am writing to formally present a petition regarding [specific issue or request]. This petition has been signed by [number of signatories] individuals who are concerned about [briefly explain the issue].

[Provide background information on the issue and the reasons for the petition. Explain the significance and potential impact of your request.]

We kindly urge you to [specific action you are requesting]. Addressing this matter is crucial for [explain why it is important].

Attached to this letter is the petition with the signatures of those who support this cause. We appreciate your attention to this important issue and hope for a favorable response.

Thank you for considering our petition.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]
[Attachment: Petition with signatures]