

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

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

Dear [Recipient's Name],

Subject: Petition for [Brief Description of the Issue]

We, the undersigned, are writing to express our concern regarding [specific issue or concern]. This letter serves as a formal petition to request [specific action or change].

1. ****Background****

Provide a brief background of the issue. Explain why it is important and any relevant details that support your cause.

2. ****Reasons for the Petition****

- a. [First reason]
- b. [Second reason]
- c. [Third reason]

3. ****Proposed Solution****

Clearly outline what you are asking for, including specific actions that you would like the recipient to take.

We believe that [brief concluding statement reiterating the importance of the request].

Thank you for your attention to this matter. We hope to see positive action taken soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Title/Position if applicable]

Enclosure: [List any additional materials or documents if necessary]

[Signature Line for Signatures]

[Names and Signatures of Petition Supporters]