

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Petition for Public Approval of [Project/Issue Title]

We, the undersigned, are writing to seek your support and approval for [briefly describe the project or issue].

Our community believes that [explain the significance of the project/issue and its benefits, providing relevant data or examples].

We respectfully request that you [specific action you want the recipient to take]. Your support can help make a substantial difference.

Attached, you will find the signatures of [number] individuals who also support this petition.

Thank you for considering our request. We look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]  
[Signature (if sending a hard copy)]  
[Attachment: Signatures]