

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

Dear [Recipient's Name],

Subject: Petition Request for [Specific Purpose]

I hope this letter finds you well. I am writing to formally request your attention regarding [briefly state the issue or purpose of the petition]. Our community is deeply concerned about [provide a brief overview of the situation or issue]. This matter affects [explain who is impacted and how].

To address this issue, we have gathered [number] signatures from community members who support our petition. We request that you [state your specific request clearly].

We believe that taking action on this matter will lead to [explain the potential positive outcomes]. We appreciate your attention to this important issue and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]
[Attach any supporting documents, if necessary]