

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

Dear [Recipient Name],

Subject: Petition for [Specific Issue/Change]

I am writing to express my concern and request action regarding [specific issue]. This matter significantly affects [describe who it affects or the community involved].

[Explain the issue in detail, providing background information, statistics, or anecdotes to illustrate its importance. Clearly state why change is necessary.]

We, the undersigned, believe that [describe the desired outcome or change]. By addressing this issue, we can [mention benefits or positive changes that could result from the action].

Attached to this letter, you will find a petition signed by [mention the number of signatories and possibly a brief description of their relevance or connection to the issue].

We kindly urge you to take [specific action requested] to resolve this matter effectively. Thank you for your attention to this important issue, and we look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]  
[Phone Number]  
[Attachment: Petition]