

[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: [Brief Subject of the Petition]

I am writing to formally present a petition regarding [specific issue or concern]. The purpose of this petition is to [state the goal or desired outcome].

[In this paragraph, briefly explain the background of the issue, including any pertinent facts or data that support the petition.]

[In the following paragraph(s), outline the reasons for the petition and the impact it has on the community or individuals involved. Mention any support you may have gathered, such as signatures or endorsements.]

We respectfully request that [specific action or change being sought], as it will [explain the benefits or positive outcomes of the requested action].

Thank you for your attention to this matter. We hope for your support and assistance in [reiterate the desired outcome].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Additional Signatures may be included below this line if it is a collaborative petition]