

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

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

Dear [Recipient's Name],

Subject: Petition to [Briefly State the Purpose of the Petition]

I am writing to formally present a petition on behalf of [number or description of petitioners, e.g., "the residents of XYZ community"] regarding [briefly state the issue or concern].

[Paragraph 1: Provide background information on the issue, including relevant details and any previous actions taken.]

[Paragraph 2: Explain why this issue is important, including the potential impact on the community/organization and any supporting evidence.]

[Paragraph 3: State the specific request or action you are asking the recipient to take.]

We, the undersigned, believe that [reiterate the importance of the issue and the desired outcome].

Thank you for considering our petition. We hope to hear from you soon regarding our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Affiliation, if applicable]

[Attachment: List of Signatures (if applicable)]