

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

The Right Honorable [Prime Minister's Name]  
[Office of the Prime Minister]  
[Address]  
[City, State, Zip Code]

Dear Prime Minister [Last Name],

[Opening Paragraph: Introduce yourself and state the purpose of your letter.]

[Body Paragraph(s): Provide detailed information or arguments supporting your purpose. Use clear and concise language.]

[Closing Paragraph: Summarize your request or statement and express appreciation for their attention to the matter.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]