

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
The Right Honourable [Prime Minister's Name]
Prime Minister of [Country]
[Office Address]
[City, State, Zip Code]
Dear Prime Minister [Last Name],
[Opening Paragraph: Introduce yourself and state the purpose of your letter.]
[Body Paragraph 1: Provide background or context regarding your issue or request.]
[Body Paragraph 2: Elaborate on your points or concerns, including any relevant data or examples.]
[Closing Paragraph: Summarize your request or hope for a response, and express appreciation for their time.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]