

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
The Honorable [Prime Minister's Name]  
Prime Minister of [Country]  
[Office Address]  
[City, State, Zip Code]  
Dear Prime Minister [Last Name],  
[Introduction: State the purpose of your letter in a courteous manner.]  
[Body: Elaborate on the issue or request, providing necessary details and context.]  
[Conclusion: Summarize your points and express appreciation for their attention to your letter.]  
Sincerely,  
[Your Name]  
[Your Title or Position, if applicable]