

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

The Honorable [Prime Minister's Name]
[Prime Minister's Office Address]
[City, State, ZIP Code]

Dear Prime Minister [Last Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this letter finds you well. My name is [Your Name], and I am a [briefly introduce yourself, e.g., concerned citizen, community leader, etc.]. I am writing to inquire about [specific issue or topic].

[Provide a brief background or context about your inquiry, including any relevant details or data].

I would greatly appreciate your insights on this matter and any steps your office is taking to [related actions or initiatives].

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]