

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

The Honorable [Prime Minister's Name]

Prime Minister of [Country]

[Prime Minister's Office Address]

[City, State, Zip Code]

Dear Prime Minister [Last Name],

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

[Body paragraphs: Elaborate on your concerns, suggestions, or requests. Provide relevant details and examples.]

[Closing paragraph: Summarize your main points and express hope for a positive response or action.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]