

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

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

Dear Prime Minister [Last Name],

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

[Body Paragraph 1: Provide relevant details, facts, or context related to your message.]

[Body Paragraph 2: Share your main points, arguments, or concerns clearly and concisely.]

[Closing Paragraph: Summarize your key message and any actions you request from the Prime Minister.]

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

Sincerely,

[Your Name]

[Your Position, if applicable]