

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
The Postmaster  
[Post Office Name]  
[Post Office Address]  
[City, State, ZIP Code]  
Dear [Postmaster's Name],  
Subject: [Subject of the Letter]  
I am writing to [brief introduction of the purpose of the letter].  
[Body of the letter: Provide detailed information, concerns, or requests.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Contact Number]