

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

[Recipient's Name]
[Title/Position]

Vermont State University
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Petition for [specific request]

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at Vermont State University. I am writing to formally petition for [specific request or issue] that I believe warrants attention and consideration.

[Explain the context of your request, including any relevant details and your reasons for the petition. Include any supporting information or documentation if necessary.]

I believe that [explain why your request is important and the potential positive outcomes]. Additionally, [mention any support from fellow students or faculty, if applicable].

I kindly ask that you consider my petition carefully and would greatly appreciate the opportunity to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Degree Program or Major]