

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject: Nonviolent Communication (NVC) Expression\*\***

1. **\*\*Observation\*\***:

I have noticed that [describe the specific behavior or situation without judgment].

2. **\*\*Feelings\*\***:

When this happens, I feel [describe your feelings].

3. **\*\*Needs\*\***:

This situation meets/doesn't meet my need for [state the need].

4. **\*\*Request\*\***:

Would you be willing to [make a concrete request]?

Thank you for considering my perspective. I look forward to your response.

Warm regards,

[Your Name]