

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Request for [Specific Request]
I hope this message finds you well. I am writing to express my feelings
and needs regarding [specific situation or topic].
1. Observation:
I have noticed [specific observation without judgment, e.g., "that
communication has become less frequent."]
2. Feelings:
This makes me feel [specific feelings, e.g., "concerned and
disconnected."]
3. Needs:
I need [specific needs, e.g., "more clarity and connection in our
communication."]
4. Request:
Would you be willing to [specific request, e.g., "set up a time to chat
about how we can improve this situation?"]
Thank you for considering my request. I look forward to your response.
Warm regards,
[Your Name]