

[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],  
\*\*1. Observation:\*\*  
I noticed that [specific situation or behavior].  
\*\*2. Feelings:\*\*  
This makes me feel [your feelings].  
\*\*3. Needs:\*\*  
I need [specific need related to the feelings].  
\*\*4. Request:\*\*  
Would you be willing to [specific, doable request]?  
Thank you for considering my request. I appreciate your understanding and support.  
Sincerely,  
[Your Name]