

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Policy or Issue]  
I am writing to you regarding [briefly state the reason for writing,  
e.g., a specific health policy issue or recommendation].  
[Provide background information about the policy issue, including  
relevant data or personal experience if applicable.]  
[Outline your main points or concerns regarding the policy. Be clear and  
concise.]  
[Suggest any recommendations or actions you believe should be taken.]  
I appreciate your attention to this important matter and look forward to  
your response.  
Thank you for your time.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Organization, if applicable]