

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
University of Toronto  
[Department/Office]  
[University Address]  
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Petition Regarding [Brief Description of the Issue]

I hope this letter finds you well. My name is [Your Name], and I am a [Your Program/Year] student at the University of Toronto. I am writing to formally submit a petition regarding [specific issue or request].

[Provide a detailed explanation of the issue or concern, including any relevant context, reasons for the petition, and desired outcomes. Use clear and concise language to convey your message.]

I, along with [number of supporters or relevant groups, if applicable], believe that addressing this matter is crucial for [explain the significance or impact].

Attached to this letter, you will find [any relevant documents, signatures, or additional supporting materials to strengthen your petition].

Thank you for considering this petition. I look forward to your prompt response and hope for a positive resolution. Please feel free to contact me at [your phone number or email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Student Number] (if applicable)  
[Your Program/Department]