

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to address [briefly state the policy issue].

[In the first paragraph, provide background information on the issue, including any relevant data or examples].

[In the second paragraph, outline your main points or concerns regarding the policy, and explain why this issue is significant].

[In the third paragraph, propose your recommendations or solutions related to the policy issue].

Thank you for your attention to this matter. I look forward to your response and hope for a productive discussion.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]