

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

[Recipient Name]
[Recipient Position]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of the correspondence.]

[Body: Provide detailed information regarding your request or the matter at hand. Be clear and concise. Include any relevant background information or context.]

[Conclusion: Summarize your key points and state any action you would like the recipient to take. Express appreciation for their time and consideration.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]