

Your Name

Your Street Address

Your City, State (2-letter abbrev.) + Zip Code

Date (Month + Day, Year)

Dear (Title or Honorific + Name):

Paragraph 1 (Briefly introduce yourself; state that you are represented by this official. State the topic you have chosen to write about.)

Paragraph 2 (Explain the issue in depth.)

Paragraph 3 (Make an inquiry or request from the official regarding the matter. Include a polite closing.)

Sincerely,

Your Name