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# Petition Letter Sample

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## Heading

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

## Recipient

[Recipient's Name or Office]

[Position or Title if applicable]

[Recipient's Address]

[City, State, Zip Code]

## Body

Dear [Recipient's Name or "To Whom It May Concern"],

We, the undersigned, are writing to express our concern regarding [specific issue or policy]. We believe that [briefly describe the purpose of the petition and the issue at hand, including how it affects you and your community].

[Provide a more detailed explanation of the issue, including any relevant data, anecdotes, or historical context that supports your position.]

**We respectfully urge you to [specific action you want the recipient to take or change you want to see happen]. We believe this action will [describe the positive impact of the requested action].**

**Thank you for considering our views on this matter. We are eager for your support and hopeful that you will act swiftly to address our concerns.**

**Closing**

**Sincerely,**

**[Your Signature if sending via mail]**

**[Your Name]**

**[List of Signatures if applicable]**