**Petition Letter Sample**

### **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]**