

**Your name**

[Street Address] • [City], [State] [Postal Code]  
Phone: [Your Phone] • Fax: [Your Fax] • E-Mail: [klspitzner@gmail.com](mailto:klspitzner@gmail.com)  
Web: [Web Address]

Date: [Insert Date]

[Recipient]

[Title]

[Company]

[Address 1]

[Address 2]

[Address 3]

Dear [Recipient]:

1. Tell them who you are. Tell them the problem you're writing to them about. You should tell them all you think is relevant about the problem; throw some statistics in but don't make this part a simple laundry list of facts. Tell them what you think, too.
2. Then, tell them your interest in the problem: how you came to find out about it, how it affects you, your family or your community. Here you should give some information about yourself, your family or your community to inform your reader about how this problem has really affected your lives.
3. Then, tell them your proposed solution. Detail how the solution would improve things. If there are examples of your solution already working somewhere tell them about that situation. Give them as many specifics about the proposed solution as possible. Be honest about the cost and the other technicalities.
4. Close by thanking them for their time and attention and asking them to seriously consider your proposal for the future betterment of society.

Sincerely,

Your Name  
[Your Title]