Specific name of person you are contacting

Position of person (required)

Street Address

Address 2

City, State Zip Code

Dear {name/title such as Mayor, Governor, Senator},

Paragraph 1: introduce yourself and explain the problem;

Paragraph 2 explain the relevant history of the problem (cite your sources);

Paragraph 3 explain concepts and theories related to the problem (cite your sources and relate to course materials if possible);

Paragraph 4 propose possible solutions and explain what you want this person to do.

Closing

Sincerely,

{your name}

References

Note: follow standard letter format for formal letters. Single spaced, no more than 2 pages including references.