Name of Recipient

Name of business, municipality, or office if applicable

Address

City, province, postal code

Date

Salutation

Introduction

[2 to 3 sentences to explain who you are and why you are writing the letter]

The issue

[1 to 2 paragraphs that provide a clear, concise explanation of the issue, including relevant dates, times, locations, and people]

The solution(s)

[1 to 2 paragraphs that outline a specific and realistic solution to the issue]

Conclusion

[2 to 3 sentences to summarize the issue, connect it to the broader community, and summarize any action items]

Signature

Contact information