Enter your name here
Enter street address here
Enter City, State, Zip Code here

Enter today's date here

President [Enter First, Last Name]
The White House
1600 Pennsylvania Avenue
NW Washington, DC 20500

Dear President [Enter last name of President] ,

I am writing to inform you of [insert specifics about the cause or issue you want the president to know about]. This is a [cause/issue] that I feel very strongly about because [explain why the cause is one that you are passionate about, such as how it has impacted you or others and/or how widespread its impact may be].

I am asking for your support in [please specify exactly what kind of action or support you are requesting, such as raising awareness to the issue or cause, urging Congress or other entities to support legislation or allocate funding, asking for a meeting at the White House, etc.].

[Add additional key points as relevant; omit if not needed.]

Thank you for your consideration of this important [cause/issue]. With your support, I am confident that [specify what outcome you expect to occur as a result of reaching out to the president]. You may reach me at the above address, or at [insert phone number] or [email address]. Thank you for your continued leadership and service to the United States of America.

Respectfully,

[Your First Name] [Your Last Name]