

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name or Department Name]
[Agency or Organization Name]
[Address]
[City, State, Zip Code]

RE: Public Comment on [Project Name, Policy Title, or Docket Number]

Dear [Recipient Name or Contact Person],

I am writing to provide formal feedback and public comment regarding [Project/Policy Name]. As a [local resident / business owner / concerned stakeholder], I appreciate the opportunity to share my views on this matter.

My primary comments are as follows:

- **[Point 1]:** [Clearly state your first concern or piece of feedback. Provide evidence or reasoning for your position.]
- **[Point 2]:** [Clearly state your second concern or piece of feedback.]
- **[Point 3]:** [Include any suggested alternatives or improvements to the current proposal.]

In conclusion, I [support / oppose / have concerns about] the proposal in its current form because [briefly summarize reason]. I urge the [Agency/Organization Name] to take these comments into consideration before making a final decision.

Thank you for your time and for considering my input on this important issue. Please keep me informed of any updates or future meetings regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]