

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Agency Name]
[Address]
[City, State, Zip Code]

RE: Forwarding of Public Comments regarding [Project Name/Docket Number]

Dear [Recipient Name],

Enclosed please find [Number] public comments collected by [Your Organization] regarding the proposed [Project/Rulemaking Name].

These comments were gathered between [Start Date] and [End Date] via [Method, e.g., online petition, public meeting, mail]. The individuals represented in these submissions expressed their views on the following key issues:

- [Key Issue 1]
- [Key Issue 2]
- [Key Issue 3]

We request that these comments be formally entered into the public record and receive full consideration during the decision-making process for this matter.

Please confirm receipt of these documents. Should you have any questions regarding the enclosed materials, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]

Enclosures: [List of documents/Number of comment pages]