Dear [*Title & Name*]

My name is [*Your Name*] and I live at [*Your Address*]. I’m writing to you today because I have recently taken part in a virtual mission trip through my [*Institution name*]. During the program, we learned about [*Program Theme*]. I’m very concerned about this issue and I’d like to know what you’re doing to fix this problem.

Based on what I’ve seen and heard, here are a few things that I’d like you to consider when addressing this issue.

[*Share your thoughts and ideas based on what you’ve learned*].

I appreciate your time and I look forward to hearing back from you.

Sincerely,  
  
  
[*Your Name*]

[*Your Phone Number*]

[*Your Email Address*]