

Your Name
Our School Name
Our School Address
City, State Zip Code

Date

Citizens' Stamp Advisory Committee
U.S. Postal Service
475 L'Enfant Plaza SW, Room 3300
Washington, DC 20260-3501

Dear Stamp Advisory Committee Members,

Introduction ... _____

Body Paragraph #1 ... _____

Body Paragraph #2 ... _____

Body Paragraph #3 ... _____

Conclusion ... _____

Closing (e.g. Sincerely, Yours truly, With great hopes, With thanks for your time,),
Your Name