

# Petition Format For Collector

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## **[Your Address]**

[Street Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

## **[Date]**

**To,**

The Collector,

[Collector's Office Address]

[City, State, ZIP Code]

**Subject: [Briefly State the Purpose of the Petition]**

**Respected Sir/Madam,**

We, the undersigned, residents of [your locality/area/city], are writing to bring to your kind attention the [issue/concern/request] regarding [brief description of the issue/concern/request].

## **[Background/Details]**

Provide a detailed description of the issue or request. Explain the background, current situation, and any relevant details that will help the Collector understand the context. Include any important dates, events, or statistics that support your petition.

## **[Impact/Consequences]**

Describe the impact of the issue or the consequences of not addressing the concern. Explain how it affects the community, individuals, or environment.

## **[Request/Action Needed]**

Clearly state what action you are requesting from the Collector. Be specific about what

you want to be done, such as implementing a solution, providing a service, or enforcing a policy.

**[Supporting Evidence]**

If applicable, mention any supporting documents or evidence you are attaching to the petition. This could include photographs, reports, surveys, or other relevant materials.

**[Conclusion]**

We sincerely hope that you will take our petition into consideration and take the necessary action to address the [issue/concern/request]. We trust in your ability to resolve this matter promptly and effectively.

**[Signatures]**

Below are the signatures of the concerned residents who fully support this petition:

<b>S.</b>	<b>Nam</b>	<b>Addres</b>	<b>Signatur</b>
<b>No.</b>	<b>e</b>	<b>s</b>	<b>e</b>

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Thank you for your attention to this matter.

Yours faithfully,

**[Your Name]**

[Designation, if applicable]