**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

The tax system review is of top priority for this year's agenda. As per my experience with the tax system, I would like to suggest that the level of taxation be reduced to an affordable amount. Value added taxes should also be more economically liberal. And most importantly, the tax system should be made more understandable to encourage the support and cooperation of the citizens.  
  
I believe that the improvements that I stated earlier are beneficial to the majority and would most like gain support from the public. We are all one in our desire to maximize the taxes collected yet at the same time not leaving the people shortchanged.  
  
Please do make the most of your intentions and efforts for an effective tax reform. Keep working on it as what you have promised during the campaign. I believe you are a man of integrity, and I look forward to the change that we have all been wanting to see in the government's tax system.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -