Month X, XXXX

NAME/TITLE OF WHO THIS LETTER IS ADDRESSED TO

ADDRESS OF FEDERAL AGENCY

**RE:** **[NAME OF RULE/GUIDANCE/REGULATION]**

Dear [TITLE/LAST NAME]:

I am writing in response to [TYPE OUT WHAT YOU’RE COMMENTING ON].

[INSERT: INCLUDE A PARAGRAPH ABOUT YOURSELF, THE PHYSICAL THERAPY SERVICES YOU PROVIDE, YOUR PRACTICE SETTING, THE PATIENTS YOU SERVE, ETC.]

As a physical therapist/physical therapist assistant/physical therapy student, I…

[BRIEFLY EXPLAIN YOUR BACKGROUND OR KNOWLEDGE/EXPERTISE ON THIS TOPIC]

[ADDRESS SOME OR ALL OF THE SPECIFIC PROPOSALS AND EXPLAIN WHY AND HOW IT IMPACTS YOU AND YOUR PATIENTS]

**Conclusion**

Thank you for the opportunity to comment on the [TYPE OUT WHAT RULE/GUIDANCE/REGULATION YOU ARE COMMENTING ON].

Sincerely,

[NAME]

[TITLE]