

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your Phone Number]  
[Date]

The Honorable [Senator's Name]  
[Senator's Office Address]  
[City, State, ZIP Code]

Dear Senator [Last Name],

[Opening paragraph: Introduce yourself and state the purpose of your letter.]

[Middle paragraph: Provide details and reasoning supporting your position or request.]

[Closing paragraph: Summarize your main points and express appreciation for their time and consideration.]

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]