

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Honorable [Senator's Name]
[Senator's Office Address]
[City, State, Zip Code]
Dear Senator [Last Name],
[Opening greeting and introduction]
[Body of the letter: state your purpose, provide details, and make your
request or comment]
[Closing statements and appreciation]
Sincerely,
[Your Name]