

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

The Honorable [Congressman's Name]

[Office Address]

[City, State, Zip Code]

Dear Congressman [Last Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. My name is [Your Name], and I am a resident of [Your District/City]. I am writing to you regarding [briefly state the issue or concern].

[Paragraph 1: Provide context and background information related to the issue.]

[Paragraph 2: Explain why this issue is important to you and your community. Include personal anecdotes or data if applicable.]

[Paragraph 3: State your request or the action you would like the congressman to take. Be clear and concise.]

Thank you for your attention to this matter. I appreciate your service to our community and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]