

****Template for Letter to Congressman****

[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],

****Introduction****

- Introduce yourself and your position or relevance to the issue.
- State the purpose of your letter clearly.

****Body****

1. ****Issue Overview****

- Briefly explain the issue or concern you are addressing.
- Provide context or background information.

2. ****Personal Connection/Impact****

- Share a personal story or connection to the issue.
- Explain how it affects you or your community.

3. ****Call to Action****

- Clearly state what you would like the Congressman to do about the issue.
- Suggest specific actions or legislation he should support or oppose.

****Conclusion****

- Thank the Congressman for his time and consideration.
- Express your hope for action and indicate you look forward to his response.

Sincerely,

[Your Name]

[Your Contact Information]

[Optional: Your Organization or Affiliation]