

[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: [Brief Subject Line]  
I hope this letter finds you well.  
[Introduction: Briefly introduce yourself and your reason for writing.  
Mention any relevant personal connection, if applicable.]  
[Body: Clearly state your main point or concern. Use specific examples or  
data to support your message. If advocating for a specific issue, detail  
the impact on constituents or the district.]  
[Conclusion: Politely urge the congressman to take action on the matter,  
express appreciation for their service, and include an offer to discuss  
further if applicable.]  
Thank you for your attention to this important issue.  
Sincerely,  
[Your Name]  
[Optional: Your Title/Position or Organization]  
[Phone Number]