

[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: Briefly introduce yourself and your purpose for writing.]

[Body Paragraph 1: State the specific issue or concern you wish to address.]

[Body Paragraph 2: Provide supporting information, reasons, or personal experiences related to the issue.]

[Body Paragraph 3: Suggest potential solutions or actions you would like the congressman to take.]

[Conclusion: Thank the congressman for his/her time and consideration, and express your hope for a response.]

Sincerely,
[Your Name]