

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Congressman's Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Congressman's Name],

[Introduction: Briefly introduce yourself and state the purpose of your letter.]

[Body: Discuss the issue or topic you wish to address, providing relevant details and your perspective.]

[Conclusion: Summarize your points and suggest any actions you would like the congressman to take. Express appreciation for their attention to the issue.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]