

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

The Honorable [Representative's Name]
[Office Address]
[City, State, Zip Code]

Dear Representative [Last Name],

[Introductory paragraph: State who you are and why you are writing.]

[Body paragraph(s): Present your main message or concern, providing supporting details and any relevant statistics or personal stories.]

[Closing paragraph: Summarize your message and express your hopes for their support or action. Mention any follow-up you plan to make, if applicable.]

Thank you for your attention to this important matter.

Sincerely,
[Your Name]