

[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: State the purpose of your letter in one or two sentences.]  
[Body: Elaborate on your concerns or requests. Include relevant facts or personal anecdotes to support your points. Be concise and clear.]  
[Conclusion: Summarize your main points and state your desired outcome or action you hope the congressman will take.]  
Thank you for your time and attention to this important matter.  
Sincerely,  
[Your Name]  
[Your Title/Organization, if applicable]