

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Congressman's Name]  
[Congressman's Office Address]  
[City, State, Zip Code]  
Dear Congressman [Last Name],  
[Opening Paragraph: Introduce yourself and state the purpose of your letter]  
[Body Paragraph 1: Provide details about the issue you are addressing and why it is important]  
[Body Paragraph 2: Share personal stories or data that support your position]  
[Closing Paragraph: Summarize your request or call to action and thank the congressman for their attention]  
Sincerely,  
[Your Name]