

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

[Date]
[State Representative's Name]
[Office Address]
[City, State, ZIP Code]

Dear [State Representative's Name],

I am writing to express my concerns regarding [briefly state the issue/problem]. This matter has greatly affected [explain how it impacts you or your community].

Despite my efforts to [mention any steps you've taken to resolve the issue], the situation remains unresolved.

I urge you to take action by [suggest a specific solution or request].

Your assistance in this matter is greatly appreciated.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]