

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

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

Dear [Representative's Name],

I hope this letter finds you well. I am writing to follow up on my previous correspondence dated [date of previous letter], regarding [briefly state the subject or issue you wrote about].

I appreciate your attention to this matter and would like to know if there have been any developments or feedback since our last communication. It is important to me and many constituents that we receive updates on this issue, as it greatly affects [mention any relevant community concerns or impacts].

Thank you for your service and dedication to our community. I look forward to hearing from you soon.

Sincerely,
[Your Name]