

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

[Legislator's Name]
[Legislator's Office Address]
[City, State, Zip Code]

Dear [Legislator's Name],

I hope this letter finds you well. My name is [Your Name], and I am a resident of [Your Community or County] in West Virginia. I am writing to express my thoughts on [specific issue or topic] that I believe is vital to the wellbeing of our community.

[Briefly explain your position on the issue or share a personal story related to it. Be respectful and constructive in your comments.]

I appreciate the hard work you do for our state and the consideration you give to the concerns of your constituents. I kindly urge you to support [specific bill, action, or policy] as it would greatly benefit our community in [explain how it would help].

Thank you for your time and attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Number]