

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

The Honorable [Congressman's Name]
[Office Address]
[City, State, Zip Code]

Dear Congressman [Last Name],

I am writing to you as a concerned [citizen/resident of West Virginia]
regarding [specific issue or legislation].

[Explain the issue briefly and your position on it. Include personal
anecdotes or statistics if applicable.]

I urge you to [specific action you want the congressman to take, e.g.,
support, oppose, or amend a bill].

Thank you for your attention to this important matter. I appreciate your
service to our community and look forward to your response.

Sincerely,
[Your Name]