**Writer’s full name**

**Writer’s full address**

**Writer’s city, state zip code**

**Representative’s name**

**Representative’s full address**

**Representative’s city, state zip code**

**RE: subject of letter**

**Dear: Mr. or Ms. Representative**

**(1st Paragraph, minimum three sentences.): State the reasons that explain why you are writing this letter. Why is this issue important to you?**

**(2nd Paragraph, four to six sentences): Explain the circumstances about the problem you are inquiring about. What do you want to see changed? What do you want to stay the same? How might new action help, or hurt, individuals?**

**(3rd Paragraph, minimum three sentences): Thank the representative for hearing your concerns. List the ways in which the representative can contact you.**

**Sincerely,**

**Your Name**