

May 16, 2021

The Honorable _
142 Russell Senate Office Building
Washington DC 20510
(202) 224-4124

Dear Senator ____:

As a constituent, I urge you to

This issue is important because

Here are some specific facts to help illustrate my point.

- Fd

Your support for ... is critical because your constituents have benefited...

I would like to request a written response on this issue and my contact information is shown below this message. Thank you for your service and consideration.

Sincerely,

John R. Smith
142 Russell Senate Office Building
Washington DC 20510
(202) 224-4124