

[Your Full Name]
[Your Street Address]
[City, State, ZIP Code]
[Email Address – optional]
[Phone Number – optional]

[Date]

Personal Notice of Grievance and Request for Legislative Action

To: The Honorable [Full Name of Your U.S. Representative / U.S. Senator / State Legislator]
[Office Address – Capitol or District Office] Washington, DC 20515 / [State Capital Address]

Dear Representative/Senator [Last Name],

I am writing as one of your constituents in [your city/town or county, State] to respectfully bring a specific concern to your attention and request legislative action.

Grievance

[Describe your issue here in 3–6 clear, factual sentences. Focus on how it personally affects you, your family, or your community. Use verifiable examples if possible — news reports, public data, or your own experience. Avoid accusations, conspiracy claims, or personal attacks on individuals.]

Examples of phrasing to keep it respectful and effective:

- “Many families in our area, including mine, are struggling with...”
- “I have personally experienced...”
- “Recent reports show...”

Request for Legislative Action

I respectfully ask that you introduce, co-sponsor, or support legislation that would:

- [List 1–3 specific, realistic requests for legislative change. Be clear and focused.]
- [Example: “Simplify regulations on small family farms so we can operate without excessive paperwork.”]
- [Example: “Strengthen oversight of federal spending programs to reduce waste and fraud.”]

I would greatly appreciate any response you or your office can provide outlining steps you plan to take or any related legislation you are currently supporting or considering. Thank you sincerely for your time and for representing our district/state.

Sincerely,

[Your Signature]

[Your Printed Full Name]