

John Smith (Your Name)
100 Main St. (Address)
Smalltown, TX 12345
(800) 888-8888 (phone)
May 13, 2020 (Date)

John J. Jones (Official's name here)
United States Congressman (Title such as "United States Congressman or Congresswoman")
1111 Whatever Street, (Office Mailing Address)
Washington, DC 20500

Dear Congressman Jones, (Elected Official's Title and Name)

(Introductory paragraph. Identify that you are a constituent and the reason for the letter)

I am a resident of Smalltown, TX. I am writing to request your assistance in freeing former United States Marine Trevor R. Reed who is imprisoned in Russia on false charges. I also encourage you to add your support to the 16 Senators that submitted a letter to Secretary of State Pompeo on April 10, 2020, requesting the release of Americans and political prisoners being held abroad. Please initiate and/or support official actions in the United States House of Representatives in support of similar efforts to include Trevor Reed.

(Second/third paragraphs are more personal, explain the problem, reasons for request)

Trevor Reed is a friend of mine, a veteran, and he needs your help. He is an Eagle Scout and a dedicated former U.S. Marine. Trevor Reed and many other Americans around the world have been imprisoned on false charges possibly because they are Americans. The United States Department of State is familiar with most of these cases. In particular, Americans that have served their country deserve the upmost action by the nation that they protected.

(Final paragraph, summarize what you are asking for)

Please use the power of your office to facilitate Trevor Reed's release from jail in Russia. Now is the perfect time to request the release or mutual transfer of Americans in hostile foreign prisons. Please take immediate action to bring Trevor home before he dies or incurs permanent injuries in a foreign prison due to the Coronavirus or other unhealthy conditions. Please read about Trevor Reed's situation at freetrevorreed.com.

Sincerely,

Your Signature

John Smith