

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

Donald J. Trump (Official's name here)  
President of the United States (Title "President")  
1600 Pennsylvania Ave NW, (Office Mailing Address)  
Washington, DC 20500

Dear President Trump, (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 encourage you to utilize your authority to facilitate his release.

(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. Around the world, prisoners are being released and pardoned due to the pandemic. These actions are unprecedented and are being taken to prevent the death of prisoners trapped in confined and overcrowded jails. This would be a perfect time to negotiate for the mutual return of prisoners with countries that the United States would not generally negotiate with. This would be a mutually agreeable situation that would be viewed positively by all humanitarian groups and nations. Actions of this magnitude would reflect positively on leaders during this time of uncertainty and suffering.

(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. Please take immediate action to bring Trevor home before he dies or is permanently injured in a foreign prison due to the Coronavirus or other unhealthy conditions. You alone are the person that can make this happen. Please read about Trevor Reed's situation at [freetrevorreed.com](http://freetrevorreed.com).

Sincerely,

*Your Signature*

John Smith