[today’s date]

[Your name]

[Your street address]

[Your city and state]

[Government official’s title followed by full name]

[official’s office street address]

[official’s office city and state]

RE: DON’T PUNISH PAIN Nationwide Rally April 7, 2018 12 p.m. EST

Dear [official’s title and last name],



Best Regards,

[Your signature]