Today’s Date

The Honorable [full name of representative]  
Office Address [can be located online]  
United States House of Representatives/United State Senate   
City, State, Zip

Dear Representative/Senator [Last name]:

Introduce yourself and state the purpose of your letter.

Briefly describe the Great Society program you have chosen and show any impact the program has made using the data from part one of the assignment.

Propose workable changes to make the program better. Make sure to tailor these changes to what will work for your region of the country because your representative represents a specific population and not the nation as a whole.

Sincerely,

Your Name  
Your Title  
Your Address   
Your City, State, Zip  
Your Phone Number

[You may leave out your address and phone number for this assignment, however you would want to include it in an actual letter to your representative or senator so they could make sure that you are in their district and so that they can send you a reply]