

Template letter to MP/Minister and writing tips

Letter writing tips

- If you are writing to your MP, let them know that you are a constituent.
- Focus on no more than 2-3 points.
- Ensure your data and research is accurate and referenced correctly. Attach a copy of a relevant report that supports your points.
- Include a call to action, i.e: what do you want them to do?
- Don't forget to ask for a reply and to include your return mailing address!
- Include correct salutation and address in the top left hand corner

Letter template

[Date]

[Minister]
[Address]

Dear Minister,

[Subject e.g. Request to meet to discuss xxx]

Paragraph 1: introduce your organisation, let them know you are a constituent, outline succinctly the issue you would like to talk about e.g., NCOSS policy platform

Paragraph 2: summarise the policy platform/or issue

Paragraphs 3 and 4:

- include data and research relevant to your electorate – keep it succinct
- Include a call to action i.e. what do you want them to do?

Paragraph 5: ask for a reply and include your return mailing address

Yours Sincerely,

[signature]

[Name]