**Letter template**

MPs are most likely to respond to a personalised letter, and especially one written by a passionate constituent who sets out why an issue is so important to them.

But if you do need a bit of guidance on how to set out your letter, here’s a template example you could use to help you write to your MP.

**{YOUR FULL ADDRESS}
{YOUR POSTCODE}
{DATE}**

Dear **{MP NAME}**,

My name is **{YOUR NAME}** and I am a constituent of **{OUR CONSTITUENCY}**. I am writing to you today because I am concerned about **{ISSUE}**. This is something that’s particularly important to me as **{EXPLAIN KEY REASONS AND ANY PERSONAL EXPERIENCES THAT HAVE INFORMED THIS}**.

I am asking you to take the following steps to address my concerns:

* **{BULLET POINT LIST OF CLEAR ACTIONS}**
* **{DON’T FORGET TO INCLUDE A REASONABLE TIME FRAME}**

In your response I would like you to outline the ways you intend to address this on my behalf. If you are unable to address this personally, I would like to request that you escalate my letter to the relevant Minister or Government department.

Please do keep me informed of any progress made.

I look forward to hearing from you.

Yours faithfully,

**{YOUR NAME}**