

Writing to your MP – a guide for town and parish councils

Writing to your MP is one of the most effective methods of contacting them, if done in the correct way. Below are a list of tips which give your letters the best chance of being read, responded to and acted upon.

1. Being clear with your ask

MPs receive a high volume of letters and e-mails so keeping your letter short and focused on a specific outcome you're hoping for allows your MP's office to get back to you sooner, letting you know about how they can help.

2. Being personal

A concise, focused letter on specific local experience or issue gives your MP a good understanding of why you are writing about this issue and how the issue could be affecting their constituents. If you are a councillor then include that in your name at the end of the letter. MPs are more likely to answer a letter from a councillor as a democratic representative of local constituents.

3. Being concise

Keeping letters to one side of A4 is recommended as this provides enough space to both explain your experience and outline your ask without being too long. Also, do keep in mind, the longer your letter is, the longer it will take your MP to respond.

4. Professional presentation

Your letter is more likely to get the attention of your MP if it is well presented. Letters should never be handwritten, and should always be sent on headed paper as it is official council correspondence. Ideally letters should also be signed; if they are typed, they could be signed once printed or if being emailed could have an electronic signature.

5. Following up, but being patient

It's important to remember an MP has a busy schedule and some periods in the year are busier than others, meaning the time frame for a response will tend to vary. Following up with a polite phone call where you can discuss your letter is recommended.

NATIONAL ASSOCIATION OF LOCAL COUNCILS

Letter Template

(The highlighted text is for your information. Do delete the highlighted text before sending/printing the letter)

(Name) MP
House of Commons
London
SW1A 0AA

(Your name)
(Council name)
(Council address)
(Your Post Code)

(Date)

Dear (MP),

Paragraph 1: The issue

I am writing from (name of your council) in regards to (the issue). (Explain the issue in more detail here). This is affecting constituents of the (name of your area) community because...

Paragraph 2: The ask

I would be grateful if you could (what you would like to see done about the issue).

Paragraph 3: An overview

(Brief summary of your issue and ask).

Wrapping up:

Thank you for your time, I look forward to hearing from you.

Yours sincerely,

(Councillor – if relevant) (Your Name)