

How to write a letter to your MP

Writing to your MP can bring an issue to their attention that they may not have considered before. Upon receiving your letter, they will give careful consideration to the issue you've raised and decide which government department is best to forward it on to. The government will in turn give the issue further thought before issuing your MP with a detailed response. In some cases, your MP may even progress the issue for you by asking or tabling a question in the House of Commons, or by writing a letter to the relevant Minister.

You should receive a response from your MP within 2 weeks, but bear in mind that MP's offices are incredibly busy and deal with a large amount of correspondence.

You can find out who your local MP is at [TheyWorkForYou.com](https://www.theyworkforyou.com)

Top tips – writing to your MP:

1. Let them know that you're a **local constituent** (give your name and address) and keep it personalised. Try to avoid template letters, unless you're pushed for time
2. **Know the issue** you're talking about. Do your homework and get your facts straight
3. **Research** your MP and ask yourself some questions: Are they likely to be on my side? What's their voting record on this issue? Are they pro-cycling? Are they vocal on disability rights issues?
4. Keep your letter **simple and concise** (one page of A4). Split it into 3 parts:
 - (i) Introduce yourself and the issue
 - (ii) Explain the issue (3 or 4 bullets, or key points)
 - (iii) Say what action you'd like your MP to take/what needs to change
5. **Don't be too critical** of your MP or the Government. Try to be positive, constructive and offer solutions
6. **Proof-read**, check your grammar and cite any references. You're good to go!