**Template letter for writing to/emailing your local MP**

[MP’s name

Address 1

Address 2

Address 3

Postcode]

[Date]

Dear [MP’s name],

I am writing to you in my capacity as a constituent of yours to make you aware of …[include a brief summary as to why you are writing].

What prompted me to write was… [include here what has made you feel the needs to write to your MP. It is always extra powerful if you can offer your own personal story here].

[I have attached a…you may wish to attach something that you think the MP will find helpful and help you explain what you are writing to them about.]

I would very much like [delete and/or combine the following as appropriate:

-          to meet you to discuss this matter further

-          to invite you to reach out to Mermaids the charity to discuss this matter further

-          to invite you to visit my school, to see the benefits of D&T education and to discuss these issues further

-          you to raise these issues with the Secretary of State].

You can contact me at [email] or [telephone]. Thank you for your help with this matter and I look forward to your response.

Best wishes,

[Your name]

[Your address]