

[Insert MP's title, first name and surname]
[Their street address]
[Their suburb, state, postcode]

[Insert date]

Dear [Title and surname],

[1-2 paragraphs]

Start by saying who you are and why you are writing to them. If you are a member of their electorate and/or have a connection to the community, mention this here. You may also wish to include:

- relevant facts and figures about the issue you are writing about (only one or two!);
- refer to a recent news item about the issue;
- include an experience that made you want to speak up on the issue; or
- reference any other action you are planning to take around the issue (e.g. writing to the local paper).

[1-2 paragraphs]

Explain to your MP what you would like them to do – support specific legislation, write to the Prime Minister on your behalf, meet with you and your community group – being specific and clear. Ask for a reply to your letter, and if you're going to be updating your family, social circle or community group about the MPs response, then make sure to include that information as well.

You may also wish to include reference to other documents, a website, article or book if the issue is technical or requires further explanation.

Lastly, note that you can be contacted on the details below and also include a telephone number and email address, if you have one.

Yours Faithfully,

Your Signature

[Your first name and surname]

[Include your full address if you want a reply by letter, or you can add your email and phone number if you would like to be contacted that way]